

BEFORE THE
POSTAL REGULATORY COMMISSION
WASHINGTON, D.C. 20268-0001

In the Matter of:

Nooksack, WA Branch
Nooksack, WA 98276
(City of Nooksack, Petitioner)

Docket No. A2011-17

**UNITED STATES POSTAL SERVICE NOTICE OF FILING AND APPLICATION
FOR NON-PUBLIC STATUS**

(July 1, 2011)

On June 27, 2011, the Commission issued Order Regarding Administrative Record No.753, requesting that “the Postal Service ... file the Administrative Record” regarding the suspension of the Nooksack Branch.

The Postal Service maintains its position that it has no obligation to provide the complete administrative record because the Commission lacks jurisdiction to hear Petitioner’s appeal.¹ The Commission’s lack of jurisdiction arises from both the Nooksack Branch’s status as a branch, and the fact that no discontinuance has occurred. Motion of United States Postal Service to Dismiss

¹ Because the Nooksack Branch is not a Post Office, the Postal Service submits that Commission jurisdiction under 39 U.S.C. § 404(d) does not attach. In addition, it is the Postal Service’s position that the procedural requirements of 39 U.S.C. § 404(d) do not apply because the suspension of the Nooksack Branch does not qualify as a closure as envisioned by 39 U.S.C. § 404(d). Motion of United States Postal Service to Dismiss Proceedings, PRC Docket No. A2011-17 (May 31, 2011).

Proceedings, PRC Docket No. A2011-17 (May 31, 2011). The Postal Service renews its assertion, as stated in previous “A” series dockets,² that the content of an administrative record, or whether an administrative record exists at all, has no bearing on whether the Commission has subject matter jurisdiction to hear an appeal of a station or branch discontinuance. The Postal Service understands that the existence of subject matter jurisdiction depends upon the scope of Commission authority bestowed by Congress, and not on any activity conducted by the Postal Service.

Because this docket involves a facility classified as a branch, and not a Post Office, the Postal Service would not apply the same procedures as provided for discontinuance of Post Offices under 39 U.S.C. Part 241.3. Rather, it would perform a study pursuant to specially crafted procedures for stations and branches. The Nooksack Branch has been suspended, and it has not been discontinued, and thus a complete administrative record does not exist. Nevertheless, in response to the Commission’s Order, the Postal Service has assembled an administrative record that reflects the Postal Service’s current action regarding the Nooksack Branch. The Postal Service believes that this administrative record satisfies the § 404(d) requirements, and demonstrates a consideration of all necessary factors, including the effect on postal services, the community, and employees, and the estimated economic savings.

² See, e.g., Reply of United States Postal Service in Response to Eugene Area Local No. 679 of the American Postal Workers Union, AFL-CIO Motion to Compel and Revise Procedural Schedule, PRC Docket No. A2011-4 (February 2, 2011).

Without waiving its position stated above and in its Response,³ the Postal Service today responds to the Order Regarding Administrative Record No.753 by filing an administrative record. As set forth in its Application for Non-Public treatment, filed concurrently with this Notice as Attachment 1, the Postal Service files a non-public⁴ version of the administrative record under seal to protect certain commercial information of the Postal Service, as well as personal identifiable information of individual customers.

Respectfully submitted,

UNITED STATES POSTAL SERVICE
By its attorneys:

Anthony F. Alverno
Chief Counsel, Global Business

Kenneth N. Hollies
James M. Mecone

475 L'Enfant Plaza, S.W.
Washington, D.C. 20260-1137
(202) 268-6525; Fax -6187
July 1, 2011

³ Response of United States Postal Service in Opposition to Motion of the Petitioner, City of Nooksack, to Compel Filing of Administrative Record, PRC Docket No. A2011-17 (June 22, 2011).

⁴ The Postal Service also files a public version of the administrative record.

APPLICATION OF THE UNITED STATES POSTAL SERVICE FOR NON-PUBLIC TREATMENT OF MATERIALS

(July 1, 2011)

In accordance with 39 C.F.R. § 3007.21 and Order No. 225,¹ the United States Postal Service (Postal Service) applies for non-public treatment of certain materials filed under seal with the Commission. The Nooksack Branch Administrative Record includes financial and customer information related to operations at the Nooksack Branch 98276, and other postal retail facilities in close proximity to the Nooksack Branch.

(1) The rationale for claiming that the materials are non-public, including the specific statutory basis for the claim, and a statement justifying application of the provision(s);

The materials designated as non-public consist of information of a commercial nature that under good business practice would not be publicly disclosed. In the Postal Service's view, this information would be exempt from mandatory disclosure pursuant to 39 U.S.C. § 410(c)(2) and 5 U.S.C. § 552(b)(3). Materials designated as non-public also include personally identifiable information (PII) that was redacted in conformity with 39 U.S.C. § 410(c)(1) and 5 U.S.C. § 552(b)(6). Because the portions of the materials that the Postal Service applies to file under seal fall within the scope of information not required to be publicly disclosed, the Postal Service asks the Commission to support its determination that these materials qualify as exempt from public disclosure and grant its application for their non-public treatment.

¹ PRC Order No. 225, Final Rules Establishing Appropriate Confidentiality Procedures, PRC Docket No. RM2008-1 (June 19, 2009).

(2) Identification, including name, phone number, and email address for any third-party who is known to have a proprietary interest in the materials, or if such an identification is sensitive, contact information for a Postal Service employee who shall provide notice to that third party;

James M. Mecone
United States Postal Service
475 L'Enfant Plaza, S.W.
Washington, D.C. 20260-1137
(202) 268-6525; Fax -6187
James.M.Mecone@usps.gov

(3) A description of the materials claimed to be non-public in a manner that, without revealing the materials at issue, would allow a person to thoroughly evaluate the basis for the claim that they are non-public;

The non-public material contains commercial information of the Postal Service, such as income, costs, and staffing at affected facilities. In addition, the PII of individual customers, including names, addresses, and contact information, is treated as non-public in this filing. The Postal Service maintains that the non-public portions of these materials should remain confidential.

(4) Particular identification of the nature and extent of commercial harm alleged and the likelihood of such harm;

If the information that the Postal Service seeks to protect from disclosure due to its confidential nature was disclosed publicly, the Postal Service considers it quite likely that it would suffer harm. Revealing Postal Service financial information would enable competitors to focus marketing efforts on particular Postal Service locations with many potential customers for the competitor. In particular, stations and branches are located in urban areas where competition with private commercial receiving agencies is quite common. The Postal Service considers it highly probable that, if this information were made public, local competitors would take advantage of it. In addition, although the harm

concerning disclosure of PII about customers is not “commercial” in nature, the Postal Service notes that the disclosure of the PII of its customers would expose these customers to an increased risk of invasions of privacy and the greater possibility of identity theft and related crimes.

(5) At least one specific hypothetical, illustrative example of each alleged harm;

Harm: Revealing facility-specific financial information would enable competitors to target the location for sales and marketing purposes.

Hypothetical: Facility-specific financial information at a particular location is revealed to the public. A nearby private commercial mail receiving agency reviews the information, and determines that a discontinuance will affect enough potential customers at the postal location to justify an advertising campaign targeted at existing Postal Service customers. The private company directs advertising for its mailbox and shipping services to existing Postal Service customers, thereby causing the Postal Service to lose business to the competitor.

Harm: Disclosing personal identifying information of Postal Service customers would expose these customers to an increased risk of identity theft and related crimes.

Hypothetical: A party uses the PII of Postal Service customers, in combination with other data sources, to steal a customer’s identity through fraudulent credit applications. This could have a temporary negative impact on the customer’s credit status, and prevent the customer from engaging in financial transactions until the false applications are purged from credit files.

(6) The extent of protection from public disclosure deemed to be necessary;

The Postal Service maintains that the redactions of PII should be withheld from any persons who have not agreed to the Commission's standard confidentiality requirements.

(7) The length of time deemed necessary for the non-public materials to be protected from public disclosure with justification thereof; and

The Commission's regulations provide that non-public materials shall lose non-public status ten years after the date of filing with the Commission, unless the Commission or its authorized representative enters an order extending the duration of that status. 39 C.F.R. § 3007.30. The Postal Service submits that the ten year period is not sufficient to protect the interests of individuals whose PII is included in the filed information. As such, the Postal Service believes that such information should be accorded non-public status indefinitely.

(8) Any other factors or reasons relevant to support the application.

Under current Postal Service practices, a discontinuance study for a station or branch, such as Nooksack Branch, is not undertaken pursuant to the standards for a discontinuance study affecting an independent Post Office, where a formal proposal is posted for sixty days, with the underlying administrative record then made available for inspection. In discontinuance studies subject to section 404(d), customers participating in or providing input for the discontinuance study's purposes are customarily advised that their input may become part of a public record, a fact which customers may want to consider as they craft their comments or other input. With respect to participants in a

discontinuance study affecting a station or branch, however, study participants are not necessarily made aware that their input may become part of a public record. The Postal Service accordingly proceeds with an expectation that, consistent with 39 U.S.C. § 410(c)(1) and 5 U.S.C. § 552(b)(6), other federal agencies will also keep such information confidential.

Conclusion

For the reasons discussed, the Postal Service requests that the Commission grant this application for non-public treatment of the identified materials.



02/23/2011

KATHERINE NASH
DISTRICT MANAGER
SEATTLE PFC

SUBJECT: Authority to Conduct Investigation

I request your authorization to investigate a possible change in postal services for the office in the WA-02 congressional district.

Post Office Name: NOOKSACK
Zip+4 Code: 98247-9317
EAS Level: 18
Finance Number: [REDACTED]
County: Whatcom

Proposed Admin Office: EVERSON
ADMIN Miles Away: 1.0
Near Office Name: EVERSON
Near Miles Away: 1.0
Number of Customers:
Post Office Box: [REDACTED]
General Delivery: 0
Rural Route (RR): 0
Highway Contract Route (HCR): 0
Intermediate RR: 0
Intermediate HCR: 0
City Delivery: 0
Total Customers: [REDACTED]

ZIP Code Change: Yes ☐ NO ☒ ZIP Code

Maintain Town Name: Yes ☒ NO ☐

Closing the Nooksack Branch of the Everson Post Office will place the clerk back in Everson for 5 hours per day where their time can be better utilized. It will eliminate dispatches and driving time. The Nooksack branch is in a leased space and provides [REDACTED] PO Box deliveries and 5 hours of retail service. The lease is up for renewal at the end of May 2011. We have space at the Everson Post Office for all the Nooksack PO Boxes and provide full day retail services. The Everson PO is located 1 mile from the Nooksack branch. The USPS can provide regular and effective services to the customers in the City of Nooksack by rural route carrier. The closure of this branch will allow the clerk to be fully utilized in Everson and maintain a higher level of service to our customers without interruption.

LES STEWART
Manager, Post Office Operations

Approval to Study for Discontinuance:

KATHERINE NASH

DISTRICT MANAGER
SEATTLE PFC

02/23/2011

DATE

cc: Area Manager, Public Affairs and Communication



NOTICE OF POST OFFICE EMERGENCY SUSPENSION

A. Suspended Office

Name: NOOKSACK State: WA Zip Code: 98247
Area: WESTERN District: SEATTLE PFC
Congressional District: WA-02 County: Whatcom
EAS Grade: 0 Finance Number: [REDACTED]
Post Office: ☐ Classified Station ☐ Classified Branch ☒ CPO ☐
Effective date of suspension: 05/28/2011 Date CPO Established: [REDACTED]

Justification (specific reason(s) for suspension):

At the end of the current lease on May 31, 2011 the USPS declined to renew the lease and has moved all postal property including the PO Boxes from the Nooksack Branch. In order to provide regular and effective service to the local community the USPS must augment the Everson Post Office retail staff with the clerk previously assigned to the Nooksack Branch. All postal services are now be available from the Everson Main Office, one mile from the Nooksack Branch.

Alternate Service Provided (i.e. rural delivery to roadside mailboxes, CBUs, ect.):

All street addresses in the City of Nooksack are now eligible for rural route delivery to mail receptacles near the residents' homes and businesses. All Nooksack PO Boxes are now located at the Everson Branch. The same PO Box keys open the PO Boxes as before, but they are physically relocated to the PO Box Lobby of the Everson Post Office. Retail service is now available for longer hours at the Everson Post Office. The lines at Everson are now shorter and PO Box mail is up sooner due to augmented staffing by the recently reassigned Nooksack clerk.

Effect on Employees (include Career/Noncareer Employees):

The only clerk at Nooksack is now reassigned to Everson as a PO Box clerk and a window clerk.

Hours of Operation:

Retail Hours Saturday Closed Monday - Friday 09:00 to 10:30 12:30 to 16:30
(Include lunch break)
Lobby Saturday 24 Monday - Friday 24
0 General Deliveries
[REDACTED] Post Office Box
0 City Delivery
0 Rural Route
0 Highway Contract Route (HCR)
0 Intermediate Rural Route
0 Intermediate HCR
[REDACTED] Total Customers

B. Administrative Office

Name: EVERSON State: WA Zip Code: 98247
EAS Grade: Finance Number: [REDACTED] Miles Away: 1.0
PO Boxes Available: [REDACTED]

Hours of Operation

Retail Hours Saturday Monday - Friday 09:00 to 17:00
(Include lunch break)

C. Nearest Office

Name: EVERSON State: WA Zip Code: 98247
EAS Grade: Finance Number: [REDACTED] Miles Away: 1.0
PO Boxes Available: [REDACTED]

Hours of Operation

Retail Hours Saturday Monday - Friday 09:00 to 17:00
(Include lunch break)

D. Postmaster Organization Notification:

Notified: YES ☒ NO ☐ Date of Notification: 05/31/2011

E. Plan of Action (HQ must be notified with 90 days):

Close Nooksack Branch and improve service and staffing at Everson Post Office.

Prepared by: Doreen Karoly Date: 05/31/2011
Title: SEATTLE PFC Post Office Review Coordinator
Tele No: (206) 442-6171 Fax No: (206) 442-6167

Approved By:

KATHERINE NASH Date: 05/31/2011
KATHERINE NASH
DISTRICT MANAGER
SEATTLE PFC
Tele No: (206) 442-6299 Fax No: (206) 442-6006



05/31/2011

SUBJECT: Suspension of Nooksack Branch

Due to At the end of the current lease on May 31, 2011 the USPS declined to renew the lease and has moved all postal property including the PO Boxes from the Nooksack Branch. In order to provide regular and effective service to the local community the USPS must augment the Everson Post Office retail staff with the clerk previously assigned to the Nooksack Branch. All postal services are now be available from the Everson Main Office, one mile from the Nooksack Branch. The office was suspended on 05/28/2011.

This change is tentative and will not lead to a formal proposal unless we conclude that it will provide a similar degree of regular and effective postal services.

DOREEN KAROLY
POST OFFICE REVIEW COORDINATOR
415 FIRST AVE N
SEATTLE, WA 98109-9998

Concurrence

/ _____
League

Date

/ _____
NAPUS

Date

cc: Area PO Review Coordinator
District PO Review Coordinator
Nation League of Postmasters
National Association of Postmasters of the United States

| | |
|------------|--------------|
| DOCKET NO. | <u>98276</u> |
| ITEM NO. | <u>2</u> |
| PAGE | <u>3</u> |



05/31/2011

Dear Postal Customer:

The NOOKSACK Postmaster 1 on 01/01/1900. A noncareer clerk from the office has served as the officer-in-charge since that time. At the end of the current lease on May 31, 2011 the USPS declined to renew the lease and has moved all postal property including the PO Boxes from the Nooksack Branch. In order to provide regular and effective service to the local community the USPS must augment the Everson Post Office retail staff with the clerk previously assigned to the Nooksack Branch. All postal services are now be available from the Everson Main Office, one mile from the Nooksack Branch.. Therefore, it will be necessary to suspend services at the NOOKSACK at the close of business on 05/28/2011. This change is tentative and will not lead to a formal proposal unless we conclude that it will provide a maximum degree of regular and effective postal services.

While the office is suspended, Close Nooksack Branch and improve service and staffing at Everson Post Office.. Please contact the postmaster of the EVERSON for advice regarding the potential placement of mailboxes. Customers presently receiving rural delivery will not experience a change in service, with the possible exceptions of picking up parcels and accountable mail at the EVERSON that the carrier was unable to deliver. NOOKSACK route customers will continue to use NOOKSACK WA 98247 as their last line of delivery.

Rural delivery is particularly beneficial to senior citizens, people with disabilities, and working people because no one has to pick up the mail from the post office. You will have 24-hour access to your mail. In addition, the rural carrier can provide all the retail services provided at the NOOKSACK. Enclosed is information about some of the services available from the carrier. Most transactions do not require meeting a carrier at the mailbox. Stamps By Mail order envelopes and Money Order Application forms are available for your convenience; or you may place a note in the mailbox, with payment, and the carrier will provide the requested services. When an accountable item requiring a signature, such as a certified letter, cannot be delivered on the first day, the carrier will return the item to the EVERSON Post Office. You may pick up the article at the EVERSON Post Office, request redelivery on another day convenient for you, or authorize the carrier to deliver the item to another person.

Customers who wish to obtain Post Office box service may do so at the adminoffice Post Office, located 1.0 miles away. The EVERSON Post Office has 24-hour lobby access for customer convenience. Window service hours at EVERSON are 09:00 to 17:00 Monday through Friday and on Saturday. Post Office box lobby hours are adminlobbymf Monday through Friday and adminlobbysat on Saturday. Post Office boxes are available at this location (*check office for fees*). If applicable, Post Office Box refunds can be received at the EVERSON PO.

Retail services are also available at the EVERSON Post Office, located 1.0 miles away. Window service hours at EVERSON Post Office are from nearmfretail, Monday through Friday, and nearsatretail on Saturday. Post Office box lobby hours are nearmflobby.

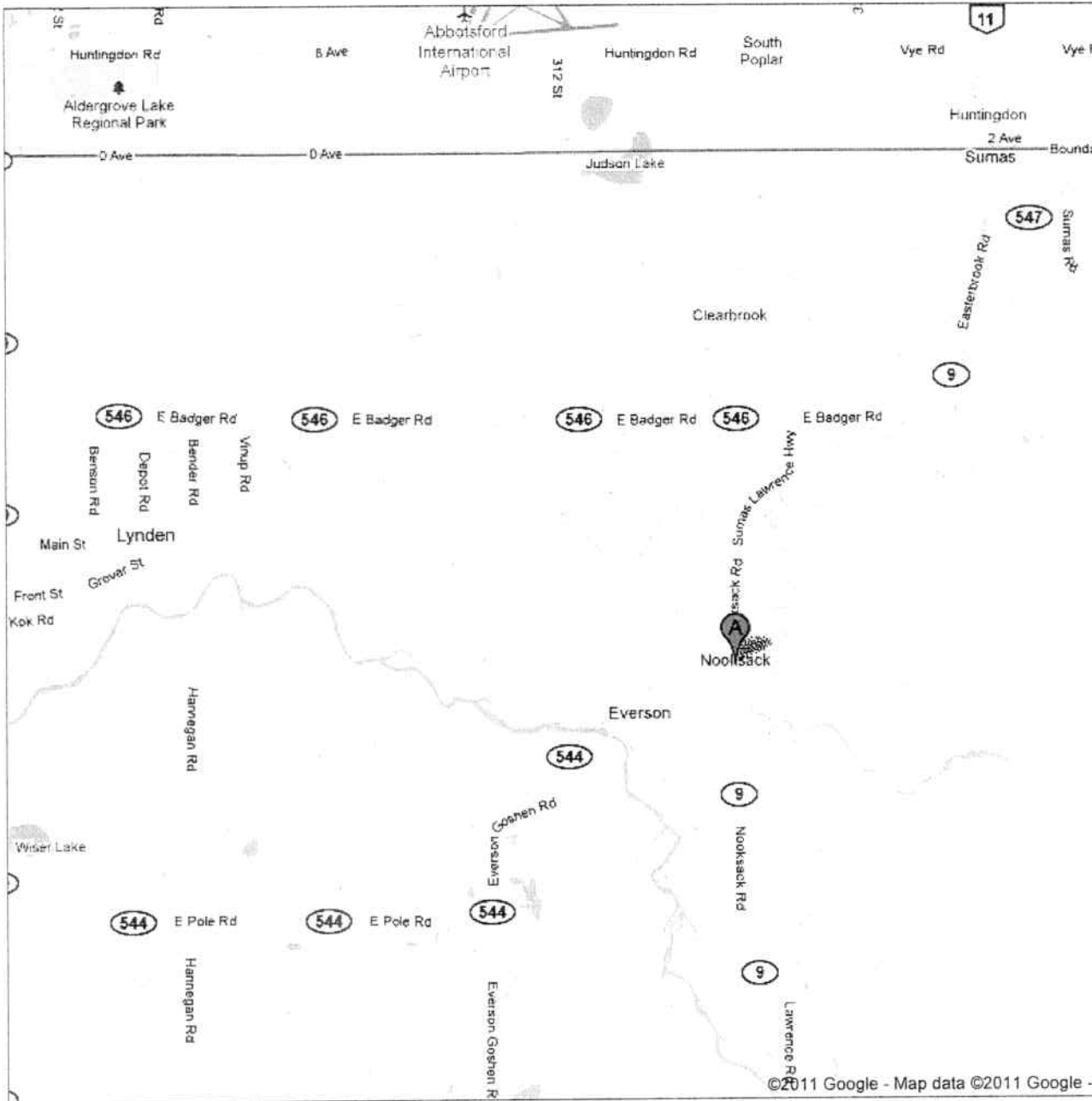
If you have any questions concerning the placement of rural mailboxes or the services available to you through the rural carrier, please contact the EVERSON postmaster.

I realize with change there is always concern. No final decision to permanently discontinue the Post Office has been made. A community meeting will be held at or near the EVERSON in the coming weeks to explain our plans and solicit your comments concerning possible alternate means of providing postal and other services. In the interim, we are confident that carrier delivery will continue to provide NOOKSACK customers with effective and regular postal services.

Sincerely,

LES STEWART
Manager, Post Office Operations

Enclosure: Official Record







Eviction Notice

A. Office

Name: NOOKSACK State: WA Zip Code: 98247
Area: WESTERN District: SEATTLE PFC
Congressional District: WA-02 County: Whatcom
EAS Grade: 18 Finance Number: [REDACTED]
Post Office: ☐ Classified Station ☐ Classified Branch ☐ CPO ☐

There was no eviction notice for this office

Prepared by: William Todd
Title: SEATTLE PFC Post Office Review Coordinator
Tele No: (206) 442-6171

Date: 05/18/2011
Fax No: (206) 442-6167



Building Inspection Report

A. Office

Name: NOOKSACK State: WA Zip Code: 98247
Area: WESTERN District: SEATTLE PFC
Congressional District: WA-02 County: Whatcom
EAS Grade: 18 Finance Number: [REDACTED]
Post Office: ☐ Classified Station ☐ Classified Branch ☐ CPO ☐

- There was no building inspection report nor photos for this office

Prepared by: William Todd
Title: SEATTLE PFC Post Office Review Coordinator
Tele No: (206) 442-6171

Date: 05/18/2011
Fax No: (206) 442-6167

DISCONTINUANCE PROPOSAL FOR: NOOKSACK WA ZIP Code: 98276

Place holder for proposal pages 1 **to** 14

For POST OFFICE AND COMMUNITY PHOTOS

PS Form 150, Postmaster Workload Information

| | | | |
|---|---------|---|--------------------|
| Post Office, State & Zip Code NOOKSACK, WA 98247 | | Postmaster's Signature | Date |
| District Office, State & Zip Code SEATTLE PFC, WA 98109 | | District Manager's Signature Katherine Nash | Date 05/06/2011 |
| (Check Box) <input checked="" type="checkbox"/> Vacancy <input type="checkbox"/> Management Review <input type="checkbox"/> RFR | | See Instructions on Reverse | |
| 1. Current Office Level | | | 18 |
| 2. Finance Number | (1-6) | | |
| 3. General Delivery Families Served | (7-9) | | 0 |
| 4. Post Office Boxes/Call Boxes Rented | (10-15) | | |
| 5. Possible City Deliveries | (16-20) | | 0 |
| 6. Administrative Rural Boxes Served | (21-25) | | 0 |
| 7. Intermediate Rural Boxes Served | (26-30) | | 0 |
| 8. Administrative Responsibility form Intermediate Rural Boxes for Other Offices | (31-35) | | 0 |
| 9. Administrative Highway Contract/Star Route Boxes Served | (36-39) | | 0 |
| 10. Intermediate Highway Contract/Star Route Boxes Served | (40-43) | | 0 |
| 11. Administrative Responsibility for Intermediate Highway Contract/Star Route Boxes for Other Offices | (44-47) | | 0 |
| 12. Number of Carrier Stations/Branches | (48-49) | | 0 |
| 13. Number of Finance Stations/Branches | (50-51) | | 0 |
| 14. Number of Contract Stations/Branches & Community Post Offices | (52-53) | | 0 |
| 15a. Does Office Experience A Seasonal Workload? (box one "Y" of yes, "N" for no) (If you answer "yes" of this question, complete 'Seasonal Workload' section on reverse.) | (54) | | N |
| 15b. Duration of Experience A Seasonal Workload? (minimum of 8 weeks) | (55-56) | | 0 |
| 16. Does Office Perform Outgoing Distribution for Other Offices? | (57) | | N |
| 17. Does Office Perform Incoming Distribution for Other Offices? | (58) | | N |
| 18. Does Office Perform Incoming Secondary Distribution for Other Offices? | (59) | | N |
| 19. Do You Separate All Incoming Letter Size Mail to City & Rural Carrier Routes for Your Own Office? | (60) | | N |
| 20. Do You Separate All Incoming Flat Size Mail to City & Rural Carrier Routes for Your Own Office? | (61) | | N |
| 21. Do You Have Responsibility for Vehicle Maintenance Facilities? | (62) | | N |
| 22. Does Your Office Have Administrative Responsibility for an Air Transfer Office? | (63) | | N |
| 23. Is Postmaster Lessor for Government Owned Building? | (64) | | N |
| 24. Does Office Have MPLSM/SPLSM? | (65) | | N |
| 25. Does Office Distribute Food Stamps? | (65) | | N |

PS Form 150, Postmaster Workload Information

| | Normal | During Seasonal Period |
|---|--------|------------------------|
| General Delivery Families Served | 0 | 0 |
| Post Office Boxes/Call Boxes Rented | | 0 |
| Possible City Deliveries | 0 | 0 |
| Administrative Rural Boxes Served | 0 | 0 |
| Intermediate Rural Boxes Served | 0 | 0 |
| Administrative Responsibility/Number Intermediate Rural Boxes | 0 | 0 |
| Administrative Highway Contract/Star Route Boxes Served | 0 | 0 |
| Intermediate Highway Contract/Star Route Boxes Served | 0 | 0 |
| Administrative Responsibility/Number Intermediate Highway Contract/Star Route Boxes | 0 | 0 |

Instructions

- Enter current evaluated office level.
- Enter the 8 digit post office finance number.
- Enter number of general delivery families served.
- Enter total number of post office boxes and call boxes rented. Do not confuse with the total number available. This total should include boxes rented at classified stations/branches as well as the main office including GPO's.
- Enter total possible city deliveries. The total reported should equal the total possible deliveries shown on Form 1621, *Carrier Route Report*, for the previous accounting period.
- Enter the number of administrative boxes served. This is the number of rural route boxes served, within your ZIP Code ONLY by carriers administratively reporting to you. Do not include boxes on the routes which are in the ZIP Code of an intermediate office.
- Enter the number of intermediate rural boxes served. This is the number of rural boxes, within your ZIP Code, served by a carrier administratively reporting to another postmaster. For credit, the mail must be incoming to your office and separated to the routes within your ZIP Code by you or your employees prior to carrier sequencing.
- Enter the number of intermediate rural boxes for which you are administratively responsible. This is the number of boxes served by a carrier administratively responsible to you, but which are located in the ZIP Code for another office.
- Enter the number of administrative highway contract star route boxes served. This is the total number of star route boxes served within your ZIP Code ONLY by a contractor for whom you have administrative responsibility. Do not include boxes on the routes which are in the same ZIP Code of an intermediate office.
- Enter the number of intermediate highway contract star route boxes served. This is the total number of star route boxes served within your ZIP Code ONLY by a contractor who administratively reports to another Postmaster. For credit the mail must be incoming to your office and separated to the contract route by you or your employees.
- Enter the number of intermediate highway contract star route boxes for which you are administratively responsible. This is the number of boxes served by a contractor for whom you are administratively responsible and which are located in the ZIP Code of another office.
- Enter the number of classified stations and/or branches that have carrier delivery service.
- Enter the number of classified finance stations and/or branches (without carrier delivery service) staffed by postal employees.
- Enter the total number of contract stations, rural stations and community post offices.
 - A contract station is a detached finance unit manned by non-postal employees.
 - A rural station is a post office box delivery unit serviced by a rural carrier.
 - A community post office is a contract unit which provides service in a small community.
- To receive credit for a seasonal workload increase the items shown on the seasonal workload portion of the form must show a 25% increase and must last for a minimum of 8 weeks. The Christmas Season is not to be considered as a seasonal workload increase. Should your office have a seasonal workload increase you should enter the exact number of weeks the season lasts and complete the seasonal workload portion of the form in its entirety.

Questions 16 Thru 25 Should Be Answered Y (Yes) or N (No)

- Does office separate massed outgoing mail originating in other associate offices to three digit ZIP CODE designating offices and/or area distribution centers and demonstrate a culling, facing and cancelling operation?
- Does office separate massed three digit sorted incoming mail to a five digit sort for other associate offices?
- Does office separate incoming mail to carrier routes for other associate offices?
- Does office separate all incoming letter size mail to city, rural and/or star routes?
- Does office separate all incoming flats to city and/or rural carrier routes without assistance from an MPC?
- Do you have a vehicle maintenance facility under your jurisdiction?
- Do you have an air transfer office under your jurisdiction?
- Do you occupy a government-owned building and lease a portion of the building to someone else?
- Does your office operate a Multiple Position Letter Sorting Machine (MPLSM) or Single Position Letter Sorting Machine (SPLSM)?
- Does your office distribute food stamps?

Worksheet for calculating Workload Service Credit (WSC) for Post Offices

Worksheet for calculating Workload Service Credit (WSC) for Post Offices

Office Name: NOOKSACK

Office Zip+4: 98247 -9317

District: SEATTLE PFC

Activity WSCs

| | | | | |
|---|---|--------|---|---|
| General Delivery Families Served (Item 3, PS Form 150) | 0 | X 1.0 | = | 0 |
| Post Office Boxes/Call Boxes Rented (Item 4, PS Form 150) | 0 | X 1.0 | = | 0 |
| Possible City Deliveries (Item 5, PS Form 150) | 0 | X 1.33 | = | 0 |
| Administrative Rural Boxes Served (Item 6, PS Form 150) | 0 | X 1.0 | = | 0 |
| Intermediate Rural Boxes Served (Item 7, PS Form 150) | 0 | X 0.7 | = | 0 |
| Administrative Responsibility for Intermediate Rural Boxes for Other Offices (Item 8, PS Form 150) | 0 | X 0.3 | = | 0 |
| Administrative Highway Contract/Star Route Boxes Served (Item 9, PS Form 150) | 0 | X 1.0 | = | 0 |
| Intermediate Highway Contract/Star Route Boxes Served (Item 10, PS Form 150) | 0 | X 0.7 | = | 0 |
| Administrative Responsibility for Intermediate Highway Contract/Star Route Boxes for Other Offices (Item 11, PS Form 150) | 0 | X 0.3 | = | 0 |
| Total Activity WSCs | 0 | | | 0 |

Revenue WSCs

First

Next

Next

Next

Bala

Total revenue

Activity WSCs _____ = EAS Grade 13

| | |
|--------------------------------|----|
| Previous evaluation: EAS grade | 18 |
|--------------------------------|----|

Effective date of change in service hours: _____ (if appropriate)
(when a vacancy exists, hours must reflect the appropriate EAS grade)

Worksheet completed by:

WILLIAM TODD

WILLIAM.E.TODD@USPS.GOV

Printed Name _____

Signature

SEATTLE PFC District Review Coordinator

02/24/2011

Title

Date _____

Window Transaction Survey

Window Transaction Survey

PO Name: NOOKSACK ZIP+4: 98247 - 9317 Completed By: GUY BENNETT
Survey Period: 02/26/2011 through 03/11/2011

Record the number of retail window transactions in the appropriate columns for each day. Consider a sale of stamps as one transaction. A sale of stamps and a money order is two transactions. Do not record the handing out over the counter of box mail, general delivery mail, or carrier mail. Instead of this worksheet, you may use PS Form 2007-A, Window Transaction Record; PS Form 2007-B, Window Transaction Conversion; and PS Form 2007-C, Window Transaction Survey. To obtain the average daily number of transactions, divide the total number of transactions during the survey period by the number of days in the survey. The allowable time per transaction is shown in each column in minutes. To determine the average daily workload in minutes, multiply the number of transactions in each column by the time conversion for that column, total the time conversions for all columns, and divide the total number of minutes by the number of days in the survey period.

| Day/Date | Postage Sales | Priority Parcels Money Orders | Express Registered C.O.D | Passports Meter Settings | Box Rent | Certified Insured Special Service | Misc. Services | Nonrevenue Services |
|------------------------------------|---------------|-------------------------------|--------------------------|--------------------------|----------|-----------------------------------|----------------|---------------------|
| Sat - 02/26 | | | | | | | | |
| Sun - 02/27 | | | | | | | | |
| Mon - 02/28 | | | | | | | | |
| Tue - 03/01 | | | | | | | | |
| Wed - 03/02 | | | | | | | | |
| Thu - 03/03 | | | | | | | | |
| Fri - 03/04 | | | | | | | | |
| Sat - 03/05 | | | | | | | | |
| Sun - 03/06 | | | | | | | | |
| Mon - 03/07 | | | | | | | | |
| Tue - 03/08 | | | | | | | | |
| Wed - 03/09 | | | | | | | | |
| Thu - 03/10 | | | | | | | | |
| Fri - 03/11 | | | | | | | | |
| TOTALS | | | | | | | | |
| Time Factor | | | | | | | | |
| Daily Average | | | | | | | | |
| Average Number Daily Transactions: | | | | | | | | |

Average Daily Retail Workload in Minutes:

Survey of Incoming Mail

Survey of Incoming Mail
(Record in Pieces)

Post Office Name and Zip+4 NOOKSACK 98247 - 9317
Dates Recorded 02/26/2011 through 03/11/2011

| Date | Letters | | Flats | | Parcels | | Other | |
|---------------|-------------|----------|-------------|----------|----------|----------|-------|--|
| | First Class | Standard | First Class | Standard | Priority | Standard | | |
| Sat - 02/26 | | | | | | | | |
| Sun - 02/27 | | | | | | | | |
| Mon - 02/28 | | | | | | | | |
| Tue - 03/01 | | | | | | | | |
| Wed - 03/02 | | | | | | | | |
| Thu - 03/03 | | | | | | | | |
| Fri - 03/04 | | | | | | | | |
| Sat - 03/05 | | | | | | | | |
| Sun - 03/06 | | | | | | | | |
| Mon - 03/07 | | | | | | | | |
| Tue - 03/08 | | | | | | | | |
| Wed - 03/09 | | | | | | | | |
| Thu - 03/10 | | | | | | | | |
| Fri - 03/11 | | | | | | | | |
| TOTALS | | | | | | | | |
| Daily Average | | | | | | | | |

Signature of Person Making Count:

GUY BENNETT

Printed Name:

GUY BENNETT

Date:

03/14/11

Conversion Rate

| Letter Type | Total Pieces Per Foot | Flat Type | Total Pieces Per Foot |
|-------------------|-----------------------|-----------------|-----------------------|
| Manual Letters | | Manual Flats | |
| Automated Letters | | Automated Flats | |
| Sequenced Letters | | Sequenced Flats | |

Conversion rates are subject to periodic updates which will be published and disseminated when applicable.

Survey of Dispatched Mail

Survey of Dispatched Mail
(Record in Pieces)

Post Office Name and Zip+4

NOOKSACK 98247 - 9317

Dates Recorded

02/26/2011 through 03/11/2011

| Date | Letters | | Flats | | Parcels | | Other | |
|---------------|-------------|----------|-------------|----------|----------|----------|-------|--|
| | First Class | Standard | First Class | Standard | Priority | Standard | | |
| Sat - 02/26 | | | | | | | | |
| Sun - 02/27 | | | | | | | | |
| Mon - 02/28 | | | | | | | | |
| Tue - 03/01 | | | | | | | | |
| Wed - 03/02 | | | | | | | | |
| Thu - 03/03 | | | | | | | | |
| Fri - 03/04 | | | | | | | | |
| Sat - 03/05 | | | | | | | | |
| Sun - 03/06 | | | | | | | | |
| Mon - 03/07 | | | | | | | | |
| Tue - 03/08 | | | | | | | | |
| Wed - 03/09 | | | | | | | | |
| Thu - 03/10 | | | | | | | | |
| Fri - 03/11 | | | | | | | | |
| TOTALS | | | | | | | | |
| Daily Average | | | | | | | | |

Signature of Person Making Count:

GUY BENNETT

Printed Name:

GUY BENNETT

Date:

03/14/11



02/24/2011

OIC/POSTMASTER

SUBJECT: NOOKSACK Post Office

Please provide the names and addresses of businesses, religious institutions, civic organizations, and local government offices, and schools that are served by the NOOKSACK Post Office. The list of businesses should include small, part-time and in-home businesses, as well as public institutions, such as schools, police departments, etc; religious institutions and businesses physically located outside the community that use retail services on a routine basis at the NOOKSACK Post Office. Also, please provide the total number of permit mailers and postage meter customers. Indicate in the space below the total number of Post Office box, general, and street delivery customers served by the office. Return all documents to WILLIAM TODD by 03/10/2011. This information will be entered into the official record for public viewing.

| | |
|------------------------------|-------------|
| Post Office Box | <div></div> |
| General Delivery | <u>0</u> |
| Rural Route (RR) | <u>0</u> |
| Highway Contract Route (HCR) | <u>0</u> |
| Intermediate RR | <u>0</u> |
| Intermediate HCR | <u>0</u> |
| City Delivery | <u>0</u> |
| Total Customers | <div></div> |

If you have any comments on alternate means of providing services to the NOOKSACK customers, please provide them below:

The PO Boxes from Nooksack will be physically moved to the lobby of the Everson MO and installed in the wall as they are exist in Nooksack. Nooksack customers will have the option of street delivery of mail to road side mail boxes or they can retain their Nooksack PO Box, but in its new location in the Everson Post Office.

WILLIAM TODD
Post Office Review Coordinator

Comments:

The clerk that works in Nooksack five hours per day will provide retail window relief and will work the PO Box section in Everson.

cc: Official Record



05/10/2011

SUBJECT: Possible Discontinuance of Post Office

The Postal Service is currently conducting an investigation concerning the possible discontinuance of the NOOKSACK Post Office, 98247 - 9317, located in Whatcom County. Please search your records for any recent reports of mail theft or vandalism in the area.

Please enter your findings in the yellow blocks below. Once complete please click submit. You can print from above. Signatures are captured electronically.

Thank you for your assistance in this matter

WILLIAM TODD
Post Office Review Coordinator
SEATTLE PFC

NBR records of mail theft or vandalism: 18

Comments/Findings:

cc: Official Record

Post Office Survey Sheet

Post Office Name NOOKSACK ZIP+4 98247-9317
Congressional District WA-02 Date 05/31/2011

1. List specific information about the facility, such as structural defects, safety hazards, lack of running water or restrooms (if so, where restrooms are available), security, and other deficiencies or factors to consider.
Not easy to heat or cool. Limited electrical supply. Poorly lite. Very cramped. Small retail lobby for only two people at a time. No off street parking. Difficult to bring in mail through tight door. Security provided by chain link fencing installed inside building. Limited storage.

2. Is the facility accessible to persons with disabilities? ☐ Yes ☒ No

3. Lease terms? 30-day cancellation clause? No

4. Are suitable alternate quarters available for an independent Post Office? If so, where?
Suitable quarters for postal facility available at the nearby Everson Main Post Office one mile away to the west. Currently occupied by the Everson Main Post Office in a new building with lots of space and a large parking lot.

5. List potential CPO sites.
CPO rules preclude a CPO installed within one mile of a main post office. A CPO would not be installed to replace a branch. No interest shown in running a Contract Postal Unit.

6. Are there any postage meter customers or permit mailers? ☐ Yes ☐ No

If yes, please identify them by name and address.

7. Which career and noncareer employees will be affected and what accommodations will be made for them?

8. How is mail received and dispatched at the office and at what times? How will this be affected by discontinuance? Will a collection box be retained? Will a locked pouch be utilized?

HCR driver to Nooksack 7:10 to 7:30 M to S HCR Driver from Nooksack 1:40 and 4:40 M to S. Eliminate Dispatch. Establish collection run to collection box via rural route carrier.

How many Post Office boxes are installed?

How many Post Office boxes are used?

What are the window service hours?

09:00 to 10:30 12:30 to 16:30 M-F

Closed S

What are the lobby hours?

24 M-F

24 S

9. Have there been recent cases of mail theft or vandalism reported to the postmaster/OIC? Explain.

18 cases reported by Postal Inspectors to CSDC, since Jan 2011.

Post Office Survey Sheet (continued)

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10. What equipment in the Post Office is not owned by the Postal Service (e.g., Post Office Boxes, furniture, safe)?
All postal equipment is owned by USPS. All office equipment is owned by USPS. Building fixtures owned by

11. List potential CBU/parcel lockers sites and distances from present Post Office site.
Multiple sites available on city streets, must be reviewed by City of Nooksack staff and USPS.

12. Are there any special customer needs? (People who cannot read or write, who cannot drive, who have infirmities or physical handicaps, etc.) How can these people be accommodated?
There were people at the Community Meeting who stated they could not drive to the Everson Main Post Office. Specific cases will be reviewed by the OIC with the required Medical Documentation for a delivery exception.

13. Rural delivery/HCR delivery.

a. What is current evaluation?

Aux

b. Will this change result in the route being overburdened?

☐ Yes ☒ No

If so, what accommodations will be made to adjust the route?

Expand Aux Rte

c. How many boxes and miles will be added to the route?

d. What would be the additional annual expense if the route is increased?

e. What is the one-time cost of CBU/parcel locker installation (if appropriate)?

f. At what time of the day does the carrier begin delivery to the community?

10:30

Will this delivery time be affected if the office is discontinued? (Y or N)

☒ Yes ☐ No

If so, how?

Later

14. Are the Post Office box fees at the facility that will provide alternative service different from those at the office to be discontinued? If so, how (Cost)? ☐ More ☒ Same ☐ Less

Community Survey Sheet

Community Survey Sheet

| | | | |
|------------------------|-----------------|-------|-------------------|
| Post Office Name | <u>NOOKSACK</u> | ZIP+4 | <u>98247-9317</u> |
| Congressional District | <u>WA-02</u> | Date | <u>05/31/2011</u> |

1. Incorporated? ☒ Yes ☐ No
Local government provided by: City of Nooksack
Police protection provided by: City of Everson combined services
Fire protection provided by: Whatcom Co Fire Dist 1
School location: Everson-Nooksack Combined School District
2. What population growth is expected? (Please document your source)
Slow growth. Only a few houses added each year due to the slow economy. New developments are on hold. Several new streets are approved, but are not fully developed and lots remain empty. Growth is slow, but steady.
3. What residential, commercial, or business growth is expected? (Please document your source)
No commercial growth seen. Slow Economy and no active construction.
4. History. (Are there any special historical events related to the community?)
Are there any special community events to consider?
Is the Post Office facility a state or national historic landmark (see ASM 515.23)?
Check with the field real estate office when verification is needed.)
Proud small town cohesiveness and strong community involvement. Rich history of 100 year old town. Rivalry with nearby Everson. Nooksack shares Schools, Fire and Police with Everson. No landmarks within Nooksack.
5. What is the geographic/economic make-up of the community (e.g., retirees, commuters, self-employed, farmers)?
the City of Nooksack which is populated primarily by commuters and retirees. Most jobs are outside the City of Nooksack in other communities. Some commercial businesses. Five Churches and two gas stations are inside Nooksack. There are retirees
6. Which nonpostal services are provided by the Post Office (e.g., public bulletin board, school bus stop, community meeting location, voting place, government form distribution center).
Do employees of the office offer assistance to senior citizens and handicapped)?
What provisions can be made for these services if the Post Office is discontinued?
There was a community bulletin board near the Nooksack Branch. There is no bus stop at the Nooksack Branch. It is not a distribution center. Help to the handicap not offered unless asked. Everson Main Post Office can provide some of these services.

Highway Contract Route Cost Analysis Form

Highway Contract Route Estimated Cost for Alternative Service

Office Name: NOOKSACK

Office Zip+4: 98247 -9317

District: SEATTLE PFC

1. Enter the number of additional boxes to be added to the route 0 x 3.64 hours per year 0.00

2. Enter the number of additional miles to be added to the route 0.00 x 10.40 hours per year 0.00

Total time added to the route 0.00

3. Enter the HCR hourly rate (Contact Area Manager, Purchasing/Contracting Officer) 0.00

Total additional compensation (HCR hourly rate x total time added to the route) 0.00

Rural Route Cost Analysis Form

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Rural Route Carrier Estimated Cost for Alternative Replacement Service

Office Name: NOOKSACK
Office Zip+4: 98247 -9317 District: SEATTLE PFC

1. Enter the number of additional boxes to be added to the rural route

2. Enter the number of additional miles to be added to the route
Enter the volume factor

Total (additional boxes x volume factor)

3. Enter the number of additional boxes to be added to the rural route
Centralized boxes
Regular L route boxes
Regular Non-L route boxes

x 1.00 Min
x 1.82 Min
x 2.00 Min

Total additional box allowance

4. Enter the number of additional daily miles to be added to the rural route

x 12 Mileage Standard

Total additional minutes per week
(miles carried to two decimal places)

5. Total additional annual minutes (additional minutes per week year)

x 52 Weeks

6. Total additional annual hours (additional annual minutes/ 60 minutes per hour)

/ 60 Minutes

7. Enter the rural cost per hour (see national payroll summary report – rural carrier, consolidated)

Total Annual Cost (additional annual hours x rural cost per hour)

8. Enter lock pouch allowance (if applicable)

Total annual cost for alternate service (annual cost minus lock pouch allowance)

| U.S. Postal Service POST OFFICE CLOSING OR CONSOLIDATION PROPOSAL Fact Sheet | | | | 1. Date Prepared 05/13/2011 |
|--|--------------------------------------|--|------------------------------------|--|
| 2. Post Office Name NOOKSACK | | 3. State and ZIP + 4 Code WA, 98247-9317 | | |
| 4. District, Customer Service SEATTLE PFC | 5. Area, Customer Service WESTERN | 6. County Whatcom | 7. Congressional District WA-02 | |
| 8. Reason for Proposal to Discontinue Closing the Nooksack Branch of the Everson Post Office will place the clerk back in Everson for 5 hours per day where their time can be better utilized. It will eliminate dispatches and driving time. The Nooksack branch is in a leased space and provides 312 PO Box deliveries and 5 hours of retail service. The lease is up for renewal at the end of May 2011. We have space at the Everson Post Office for all the Nooksack PO Boxes and provide full day retail services. The Everson PO is located 1 mile from the Nooksack branch. The USPS can provide regular and effective services to the customers in the City of Nooksack by rural route carrier. The closure of this branch will allow the clerk to be fully utilized in Everson and maintain a higher level of service to our customers without interruption. | | 9. PO Emergency Suspend (Reason and Date) No Suspension | | 10. Proposed Permanent Alternate Service |
| 11. Staffing | | | | |
| a. <input type="checkbox"/> PM Occupied <input checked="" type="checkbox"/> PM Vacancy Reason & Date: 1 01/01/1900 | | a. Time M-F 09:00 to 10:30 12:30 to 16:30 Sat Closed Total Window Hours Per Week | | |
| b. <input type="checkbox"/> OIC <input type="checkbox"/> Career <input type="checkbox"/> Non-Career | | a. Lobby Time M-F 24 Sat 24 27.50 | | |
| c. Current PM POSITION Level (150)EAS-18 Downgraded from EAS-18 | | | | |
| d. No of Clerks- 1 e. No of Others- 0 | | No of Career- 1 No of Non-Career- 0 No of Career- 0 No of Non-Career- 0 | | |
| 12. Hours of Service | | | | |
| 13. Number of Customers Served | | | | |
| 14. Daily Volume (Pieces) | | | | |
| 15. Receipts | | | | |
| 16a. Quarters | | | | |
| 16b. Explain: Lease is not being renewed. | | | | |
| 17. Schools, Churches and Organization in Service Area: No: 6 | | 19. Administrative/Emanating Office (Proposed): | | |
| 18. Businesses in Service Area: No: 18 | | 20. Nearest Post Office (if different from above): | | |
| 21. Prepared by | | | | |
| Printed Name and Title GUY BENNETT | | Signature GUY BENNETT | | Telephone No. AC () (206) 442-6171 |

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PO Discontinuance Coordinator name

WILLIAM TODD

Telephone No. AL U
(206) 442-6171

Location
SEATTLE, WA

PS Form 4920, June 1993



A. Office

Name: NOOKSACK State: WA Zip Code: 98247
Area: WESTERN District: SEATTLE PFC
Congressional District: WA-02 County: Whatcom
EAS Grade: 18 Finance Number: [REDACTED]
Post Office: ☐ Classified Station ☐ Classified Branch ☐ CPO ☐

This form is a place holder for number 19. And the verification of new service type is complete.

Prepared by: William Todd
Title: SEATTLE PFC Post Office Review Coordinator
Tele No: (206) 442-6171

Date: 05/19/2011
Fax No: (206) 442-6167



03/31/11

OIC/POSTMASTER

SUBJECT: NOOKSACK Post Office

Enclosed are questionnaires addressed to customers of the NOOKSACK Post Office. I have also enclosed additional copies of the questionnaires for any retail or other customer who wishes to complete one. Please furnish these questionnaires to retail customers upon request. All completed forms should be forwarded to my office by 04/07/2011 for further review.

William Todd
Post Office Review Coordinator
Enclosures



03/22/2011

POSTAL CUSTOMER
NOOKSACK BRANCH
NOOKSACK, WA 98247

Dear Postal Service Customer:

As the Postal Service manager responsible for all Post Offices in your area, I would like your opinion concerning a possible change in the way your postal service is provided. The recommended change is tentative and will not lead to a formal proposal unless we conclude that it will provide a maximum degree of regular and effective service.

The Office is being studied for possible closing or consolidation for the following reasons: Closing the Nooksack Branch of the Everson Post Office will place the clerk back in Everson for 5 hours per day where their time can be better utilized. It will eliminate dispatches and driving time. The Nooksack branch is in a leased space and provides [REDACTED] PO Box deliveries and 5 hours of retail service. The lease is up for renewal at the end of May 2011. We have space at the Everson Post Office for all the Nooksack PO Boxes and provide full day retail services. The Everson PO is located 1 mile from the Nooksack branch. The USPS can provide regular and effective services to the customers in the City of Nooksack by rural route carrier. The closure of this branch will allow the clerk to be fully utilized in Everson and maintain a higher level of service to our customers without interruption.

Briefly, we would like to provide pickup and delivery of your mail, as well as the sale of stamps and all other customary postal services, by rural route service emanating from the Everson Post Office.

We estimate that carrier service would cost the Postal Service substantially less than maintaining the Post Office in your community and still provide regular and effective service. Enclosed is information about some of the services available from the carrier. Retail services are also available at the Everson Post Office, located 1.0 miles away. Hours of service at this office are 09:00 17:00, Monday through Friday, and on Saturday. Post Office box service is available at this location at the same fees.

Thank you for returning your questionnaire.

I invite you to think about a possible change to rural route service. Please return the enclosed questionnaire by 04/07/2011 using the pre-addressed envelope provided. Please be aware that, if we formalize a proposal, your questionnaire will become part of an official record and will be available for public viewing.

You may, of course, want to discuss this form of service with us before drawing any conclusions. Postal representatives will be at the Nooksack Valley Reformed Church 602 East 2nd Street on Thursday, April 07, 2011 from 6:00 PM to 8:00 PM to answer questions and provide information about our service. You may wish to discuss and submit your questionnaire at that time.

If you have any questions, you may call William Todd at (206) 442-6171.

Thank you for your assistance.

Sincerely,

A handwritten signature in cursive script that reads "Les Stewart".

LES STEWART
Manager, Post Office Operations
415 First Ave N
Seattle, WA, 98109-9998

Enclosures:

Questionnaire and return envelope Summary of Post Office Change Regulations,
Carrier delivery information CBU information sheet (when appropriate)



Postal Service Customer Questionnaire

1. Please check the appropriate box to indicate whether you use the NOOKSACK Post Office for each of the following:

Postal Services

| | Daily | Weekly | Monthly | Never |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| a. Buying Stamps | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Mailing Letters | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Mailing Parcels | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Pick up Post Office box mail | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Pick up general delivery mail | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Buying money orders | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Obtaining special services, including Certified Mail, Registered Mail, Insured Mail, Delivery Confirmation, or Signature Confirmation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| h. Sending Express Mail | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| i. Buying stamp-collecting material | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Other Postal Services

- a. Entering permit mailings ☐ YES ☐ NO
- b. Resetting/using postage meter ☐ YES ☐ NO

Nonpostal Services

- a. Picking up government forms (such as tax forms) ☐ YES ☐ NO
- b. Using for school bus stop ☐ YES ☐ NO
- c. Assisting senior citizens, persons with disabilities, etc. ☐ YES ☐ NO

If yes, please explain:

- d. Using public bulletin board ☐ YES ☐ NO

- e. Other ☐ YES ☐ NO

If yes, please explain:

2. Do you pass another Post Office during business hours while traveling to or from work, or shopping, or for personal needs?

☐ YES ☐ NO

If yes, please explain:



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3. If you have carrier delivery, there will be no change to your delivery service — proceed to question 4. If you currently receive Post Office box service or general delivery service, complete this section. How will the proposed service compare to current service?

☐ Better ☐ Just as Good ☐ No Opinion ☐ Worse

If yes, please explain:

4. For which of the following do you leave your community? (Check all that apply.) Where do you go to obtain these services?

- ☐ Shopping
☐ Personal needs
☐ Banking
☐ Employment
☐ Social needs

5. Do you currently use local businesses in the community?

☐ Yes ☐ No

If yes, would you continue to use them if the Post Office is discontinued?

☐ Yes ☐ No

Mailing Address

Name: _____

Address: _____

Telephone: _____

Date: _____

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

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USPS AMS Room 305
PO Box 90304
Seattle WA 98109-9321

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

POSTAL CUSTOMER
NOOKSACK BRANCH
NOOKSACK WA 98276

UNITED STATES POSTAL SERVICE

Dear Valued Postal Customer:

We value you as our customer however the Nooksack Branch of the Everson Post Office is under study for discontinuance. The Post Office Boxes that are currently installed in the Nooksack Branch may be moved to the Everson Main Office in Everson.

If the Nooksack Branch is closed we will continue to provide retail postal services at the Everson Main Post Office. Your PO Box address will continue to be honored in the Everson Post Office and the last line of your address will remain Nooksack WA 98276.

If you would like an opportunity to discuss this with us, a postal representative will be at the Nooksack Valley Reformed Church at 602 E 2nd St on April 7, 2011 from 6:00 PM to 8:00 PM to answer questions and provide information on your mail service.

In order for the USPS to know your opinions, we ask that you fill out the accompanying survey and return to the address below. If you wish, you may hand your completed survey to a clerk at this postal unit. Your response on the enclosed survey will enable us to determine a course of action that has less impact on our customers. If you have any questions, please contact the Everson Post Office at 360-966-4700.

Sincerely,



Les Stewart, Manager, Post Office Operations Area II

USPS AMS Room 305
PO Box 90304
Seattle WA 98109-9321

Place Postage Here
Cannot be mailed
without postage

USPS AMS Room 305
PO Box 90304
Seattle WA 98109-9231



Postal Customer Questionnaire

1. Please check the appropriate box to indicate which post office you use for each of the following:

| Postal Services | Name of Post Office | Daily | Weekly | Monthly | Never | Miles one way |
|---|---------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------|
| a. Buy stamps at: _____ | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| b. Mail letters at: _____ | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| c. Mail parcels at: _____ | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| d. Pick up Post Office Box mail at: _____ | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| e. Picking up general delivery mail: _____ | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| f. Buying money orders: _____ | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| g. Special services, including Certified mail, Registered mail, Insured mail, Delivery Confirmation, or Signature Confirmation: | | | | | | |
| at: _____ | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| h. Sending Express Mail: _____ | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| i. Buying stamp-collecting material _____ | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Additional Comments: _____

2. What Post Office(s) do you pass during business hours while traveling to or from work, or shopping, or for personal needs?

Name of Post Office: _____ Miles one way: _____ Comment: _____
 Name of Post Office: _____ Miles one way: _____ Comment: _____

3. The Nooksack Branch may be closing soon. In order to determine the best options for future postal facilities your opinion is requested.

Your additional comments: _____

Name: _____
 (Please print your name)

Address: _____ City: _____ ZIP Code: _____

Telephone number: _____ Date: _____

Thank you for taking the time to complete this questionnaire. Your response and comments will become part of the official record on this subject. Please return this questionnaire by April 15, 2011. If you wish, you may hand your completed survey to a clerk at this postal unit.

DISCONTINUANCE PROPOSAL FOR: NOOKSACK WA ZIP Code: 98276

Place holder for proposal pages 1 to 367

For RETURNED CUSTOMER SURVEYS AND OFFICIAL RESPONSES

Postal Service Customer Questionnaire Analysis

Questionnaires were distributed to all delivery customers of the NOOKSACK Post Office on 03/22/2011. Additionally, during the survey period, questionnaires were available at the NOOKSACK Post Office to walk-in retail customers.

1. Number of Questionnaires

| | |
|----------------------------------|-----|
| Total Questionnaires distributed | 400 |
| Favorable to proposal | 0 |
| Unfavorable to proposal | 81 |
| Expressing no opinion | 22 |
| Total questionnaires received | 103 |

Postal Concerns

The following postal concerns were expressed

1. Concern (No Opinion):
Address change
Response:
There are no plans to change your address. Your Post Office box address will remain the same.
2. Concern (No Opinion):
Concern about address change
Response:
There are no plans to change your address. Your P.O. Box address will remain the same.
3. Concern (No Opinion):
Concerned about address change.
Response:
There are no plans to change your address. Your P.O. Box address will remain the same.
4. Concern (No Opinion):
Customers expressed concern about misdelivered mail
Response:
You expressed a concern about misdelivered mail. The concern about misdelivery has been brought to the attention of the administrative postmaster. The Postal Service regrets any inconvenience that customers have experienced because of misdelivery. We consider misdelivered mail a very serious problem and appreciate when customers report this to us since it provides an opportunity to take corrective action.
5. Concern (No Opinion):
Customers expressed concern for loss of community identity
Response:
You expressed a concern about the loss of the Communities' identity. A community's identity derives from the interest and vitality of its residents and their use of its name. The Postal Service is helping to preserve community identity by continuing the use of the suspended Post Office name and ZIP Code in addresses and in the National Five-Digit ZIP Code and Post Office Directory.
6. Concern (No Opinion):
Customers expressed concern for those customers with disabilities who are not able to go to adminoffice Post Office to pick up their mail
Response:
You expressed a concern about those customers with disabilities who are not able to go to the post office to pick up their mail. Customers are not required to travel to another post office to receive mail or obtain retail services. These services will be provided by the carrier to a roadside mailbox located close to customers' residences. In hardship cases, delivery can be made to the home of a customer. Changes in the type of delivery are considered where service by existing methods would impose an extreme physical hardship for an individual customer. Any request for a change in delivery method must be submitted in writing to the administrative postmaster.
7. Concern (No Opinion):
Customers expressed concern over the apparent lack of interest by the Postal Service for the needs of the community
Response:
You expressed a concern that the Postal Service exhibits a lack of interest in the mailing needs of the community. The Postal Service is required to provide each community with regular and effective service, using the most cost efficient means possible. The proposed alternate delivery service will meet the mailing and service needs of the community in a more cost effective manner.

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PAGE 2

8. Concern (No Opinion):
Customers expressed concern that postal employees at the adminoffice Post Office are rude
Response:
You expressed a concern that postal employees at the administrative Post Office are rude. Employee courtesy is always a concern of postal managers. Postal employees receive periodic instructions regarding employee courtesy. We do not condone our employees' execution of their duties in an unprofessional or discourteous manner. This concern will be conveyed to the postmaster by the manager, post office operations.
9. Concern (No Opinion):
Customers questioned the economic savings of the proposed discontinuance
Response:
You questioned the economic savings of the proposed discontinuance. Carrier service is more cost-effective than maintaining a postal facility and postmaster position. The Postal Service estimates an positive annual savings.
10. Concern (No Opinion):
Customers said they would miss the special attention and assistance provided by the personnel at the
Response:
Thank you for returning your survey. We appreciate the kind words about the personnel at the Nooksack Post Office.
11. Concern (No Opinion):
Customers stated a month's notice of the impending suspension was not provided and that questionnaires should have been sent earlier. Customers also stated that there was not enough notice given for the community meeting
Response:
You were concerned about the questionnaires not being send earlier and/or there was not enough time for the community meeting given. Loss of the facility together with the lack of any suitable alternative quarters triggered an emergency suspension of operations in the suspended Post Office. A suspension is a temporary situation, and the suspended Post Office has not been officially closed. The questionnaire assists the Postal Service in evaluating the postal needs and concerns of the community. Once the questionnaires are returned and evaluated the Postal Service can formally propose a permanent alternate form of service suited to the needs of the community. The Postal Service apologizes if the community meeting took place with little notice. Any customer who has comments or concerns to express is urged to convey them to Post Office Review Coordinator.
12. Concern (No Opinion):
Customers stated the Suspended Post Office had been closed without going through the formal discontinuance procedure98229
Response:
You were concerned about the Post office not going through the formal discontinuance procedure. Operation of the suspended Post Office was suspended because of an emergency but it has not been officially discontinued. An emergency suspension is a temporary change, not a permanent closing of the suspended post office. A community meeting was held on comdate, and questionnaires were sent to the community on queannadate. The proposal to ?close/consolidate? the suspended Post Office was posted for the 60-day mandatory posting. Regulations require the posting of a final determination to close a post office, which informs customers how to appeal that determination to the Postal Regulatory Commission.
13. Concern (No Opinion):
Customers stated the town was incorporated and should have a postmaster
Response:
You stated that the town was incorporated and should have a postmaster. The incorporated status of a town has no bearing on its requirements for postal services. A CPO will give a member of the community an opportunity to bid on the CPO and will provide the same level of service to the community.
14. Concern (No Opinion):
Customers were concerned about growth in the community
Response:
You expressed a concern about growth in the community. The growth of a community does not depend on the location of a post office. Based on information obtained by the Postal Service, it was determined that there has been minimal growth in the area in recent years. Carrier service will be able to accommodate future growth.
15. Concern (No Opinion):
Customers were concerned about mail security
Response:
You expressed a concern about the security of mail. Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.
16. Concern (No Opinion):
Customers were concerned about obtaining services from the carrier
Response:
You were concerned about obtaining services from the carrier, retail services provided at the post office are available from the carrier. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Listed below are some services available from the carrier and

PURCHASING STAMPS BY MAIL

The Stamps by Mail Program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using Form 3227-R, Stamp Purchase Order (Rural), available from the post office or the carrier. Commemorative stamps and stamp collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the US Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately.

PURCHASING POSTAL MONEY ORDERS

Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the post office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.

SPECIAL SERVICES

Special services such as certified, registered, Express Mail, delivery confirmation, signature confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day.

HOLDING MAIL

Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the post office during their absence. Upon return the customer asks the post office to resume delivery.

17. Concern (No Opinion):
List of events provided.
Response:
Timeline submitted.
18. Concern (No Opinion):
No Concern
Response:
Thank you for returning your survey.
19. Concern (No Opinion):
Use of the wrong ZIP code with street addressed mail.
Response:
Thank you for returning your survey.
20. Concern (No Opinion):
Wanted P.O. saved.
Response:
Thank you for returning your letter.
21. Concern (No Opinion):
You expressed a concern that they requested and were denied rural delivery service
Response:
You expressed a concern that you requested and were denied rural delivery service. There are several guidelines which must be met prior to a road being approved for delivery. The road to be traveled must be at least 14 feet wide and maintained at all times of the year. It cannot dead end in a private driveway even if the drive is maintained by a municipality. There must be a suitable turning point provided for the carrier, preferably with no backing. If backing is involved, there are other guidelines to adhere to. If backing is necessitated, the Postmaster must verify it is in a low-traffic area and there are no children in the immediate vicinity on a regular basis. There must also be a minimum of one family per one-half mile of travel.
22. Concern (No Opinion):
You felt the community should have a post office and wanted a new facility provided
Response:
You expressed a concern about the Postal Services' search for alternate quarters. No suitable quarters are available in the community to house an independent post office. A new lease would require a building which meets federal guidelines. A postal facility is not constructed when effective and regular service can be provided by a more cost-effective alternate service.
23. Concern (No Opinion):
You were concerned about having to travel to another post office for service
Response:
You expressed a concern about having to travel to another post office for service. Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for

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customer convenience.

Nonpostal Concerns

The following nonpostal concerns were expressed

DISCONTINUANCE PROPOSAL FOR: NOOKSACK WA ZIP Code: 98276

Place holder for proposal pages 1 **to** 11

For COMMUNITY MEETING ROSTER

Postal Service Customer Community Meeting Analysis

(categorize customer concerns as postal or nonpostal and provide the Postal Service response for each.)

Postal Concerns

1. Concern (UnFavorable):
Customers were concerned about growth in the community
Response:
You expressed a concern about growth in the community. The growth of a community does not depend on the location of a post office. Based on information obtained by the Postal Service, it was determined that there has been minimal growth in the area in recent years. Carrier service will be able to accommodate future growth.
2. Concern (UnFavorable):
Customers were concerned about having to travel to another post office for service
Response:
You expressed a concern about having to travel to another post office for service. Some services provided at the post office will be available from the carrier, and customers will not have to travel one mile to the Everson post office for service. Most transactions do not require meeting the carrier at the mailbox.
3. Concern (UnFavorable):
Customers expressed concern about misdelivered mail
Response:
You expressed a concern about misdelivered mail. The concern about misdelivery has been brought to the attention of the administrative postmaster. The Postal Service regrets any inconvenience that customers have experienced because of misdelivery. We consider misdelivered mail a very serious problem and appreciate when customers report this to us since it provides an opportunity to take corrective action.
4. Concern (UnFavorable):
Customers asked why their post office was being discontinued while others were retained
Response:
You asked why the suspended post office was being discontinued while others were retained. Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means.
5. Concern (UnFavorable):
Customers expressed concern about having to erect a rural mailbox
Response:
You expressed concern about having to erect a rural mailbox. Customers are not required to erect rural mailboxes. Customers may continue to receive PO Box service from the administrative Post Office located 1 mile away.
6. Concern (UnFavorable):
Customers expressed concern for loss of community identity
Response:
You expressed a concern about the loss of the Communities' identity. A community's identity derives from the interest and vitality of its residents and their use of its name. The Postal Service is helping to preserve community identity by continuing the use of the suspended Post Office name and ZIP Code in addresses and in the National Five-Digit ZIP Code and Post Office Directory.
7. Concern (UnFavorable):
Customers expressed concern for those customers with disabilities who are not able to go to adminoffice Post Office to pick up their mail
Response:
You expressed a concern about those customers with disabilities who are not able to go to the Everson Post Office to pick up their mail. Customers are not required to travel to another post office to receive mail or obtain retail services. These services will be provided by the rural carrier to a roadside mailbox located close to customers' residences. In hardship cases, delivery can be made to the home of a customer. Changes in the type of delivery are considered where service by existing methods would impose an extreme physical hardship for an individual customer. Any request for a change in delivery method must be submitted in writing to the administrative postmaster.
8. Concern (UnFavorable):
Customers expressed concern over the apparent lack of interest by the Postal Service for the needs of the community
Response:
You expressed a concern that the Postal Service exhibits a lack of interest in the mailing needs of the community. The Postal Service is required to provide each community with regular and effective service, using the most cost efficient means possible. The proposed alternate delivery service will meet the mailing and service needs of the community in a more cost effective manner.

9. Concern (UnFavorable):
Customers felt the loss of a post office would have a detrimental effect on the business community
- Response:
You expressed a concern about the detrimental effect the loss of the post office would have on the community. Businesses generally require regular and effective postal services, and these will always be provided to the suspended Post Office community. There is no indication that the business community will be adversely affected. Questionnaire responses revealed that customers will continue to use local businesses if the post office is discontinued.
10. Concern (UnFavorable):
Customers felt the loss of the Nooksack Branch would limit new businesses from moving to Nooksack.
- Response:
The reasons businesses move to new communities are many and varied. Taxes, land costs, fire protection, license fees, available work force and the weather are all concerns of new businesses. The City of Nooksack has a main post office only one mile away in Everson. This is a full service post office and most businesses would be pleased to find a nearby post office so close.
11. Concern (UnFavorable):
Customers inquired about mailbox installation and maintenance
- Response:
You expressed a concern about mailbox installation and maintenance. Customers are responsible for mailbox installation and maintenance. Mailboxes must be placed so that they may be safely and conveniently served by the carrier and must be located on the right-hand side of the road in the direction of the carrier's travel. Mailbox supports should conform to state laws and highway regulations. The Postal Service recommends that customers contact the administrative postmaster or carrier for advice on placement of mailboxes and mailbox height and supports.
12. Concern (UnFavorable):
Customers stated the Nooksack Branch had been processed without going through the all the steps of a formal discontinuance procedure
- Response:
You were concerned about the Nooksack Branch not going through the formal discontinuance procedure. Operation of the Nooksack Branch will be suspended because of we have not renewed the lease, but it has not been officially discontinued. An suspension is a temporary change, not a permanent closing of the suspended post office. A community meeting was held on april 7, 2011 and questionnaires were sent to the community in Mid-March, 2011. The proposal to close the Nooksack Branch will be decided in the future in Washington DC.
13. Concern (UnFavorable):
Customers stated the town was incorporated and should have a postmaster
- Response:
You stated that the town was incorporated and should have a postmaster. The incorporated status of a town has no bearing on its requirements for postal services.
14. Concern (UnFavorable):
Customers were concerned about a change of ZIP Code to 98276 for street addresses in Nooksack.
- Response:
You expressed a concern about a change of ZIP Code. The proposed change of the ZIP Code by the City of Nooksack cannot take place because all rural routes in the valley must be in one ZIP Code.
15. Concern (UnFavorable):
Customers were concerned about growth in the community
- Response:
You expressed a concern about growth in the community. The growth of a community does not depend on the location of a post office. Based on information obtained by the Postal Service, it was determined that there has been minimal growth in the area in recent years. Carrier service will be able to accommodate future growth.
16. Concern (UnFavorable):
You expressed a concern that they requested and were denied rural delivery service
- Response:
You expressed a concern that you requested and were denied rural delivery service. There are several guidelines which must be met prior to a road being approved for delivery. The road to be traveled must be at least 14 feet wide and maintained at all times of the year. It cannot dead end in a private driveway even if the drive is maintained by a municipality. There must be a suitable turning point provided for the carrier, preferably with no backing. If backing is involved, there are other guidelines to adhere to. If backing is necessitated, the Postmaster must verify it is in a low-traffic area and there are no children in the immediate vicinity on a regular basis. There must also be a minimum of one family per one-half mile of travel.
17. Concern (UnFavorable):
Customers were concerned about mail security
- Response:
You expressed a concern about the security of mail. Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.

18. Concern (UnFavorable):
Customers were concerned about senior citizens

Response:

You expressed a concern about senior citizens. Carrier service is beneficial to many senior citizens and those who face special challenges because the carrier can provide delivery and retail services to Customers do not have to make a special trip to the post office for service. Special provisions are made for hardship cases or special customer needs. To request an exception for hardship delivery, customers may contact the administrative postmaster for more information.

19. Concern (UnFavorable):
You were concerned about having to travel to the Everson Post Office for service

Response:

You expressed a concern about having to travel to Everson for any reason. The City of Everson is where we have a main post office for this area. The Everson post office supplies postal services for the entire Nooksack Valley.

20. Concern (UnFavorable):
Customers questioned the economic savings of the proposed discontinuance

Response:

You questioned the economic savings of the proposed discontinuance. Carrier service is more cost-effective than maintaining a postal facility and postmaster position. The Postal Service estimates a positive annual savings.

21. Concern (UnFavorable):
Customers said they would miss the special attention and assistance provided by the personnel at the Nooksack Branch.

Response:

The same clerk will be waiting on customers at the retail window in Everson.

Nonpostal Concerns



04/01/2011

As the Postal Service manager responsible for all Post Offices in your area, I would like your opinion concerning a possible change in the way postal services are provided. Our tentative plans will only lead to a formal proposal if we are satisfied that a maximum degree of regular and effective service can be provided.

If you would like an opportunity to discuss alternatives with us, a postal representative will be at Nooksack Valley Reformed Church 602 East 2nd Street on 04/07/2011 from 6:00 PM to 8:00 PM to answer questions and provide information about our service.

If you have any questions, you may contact William Todd at (206) 442-6171.

Thank you for your assistance.

Sincerely,

A handwritten signature in cursive script that reads "Les Stewart".

LES STEWART
Manager, Post Office Operations

DISCONTINUANCE PROPOSAL FOR: NOOKSACK WA ZIP Code: 98276

Place holder for proposal pages 1 to 22

For PETITION RECEIVED

DISCONTINUANCE PROPOSAL FOR: NOOKSACK WA ZIP Code: 98276

Place holder for proposal pages 1 to 79

For CONGRESSIONAL INQUIRY

Proposal Checklist

Section I

Responsiveness to Community Postal Needs

Tell what we are doing and why.

Is reason for discontinuance justified and documented in the record?

If suspended, what type of alternate service customers are now receiving?

Reason for vacancy and information on postmaster/OIC

Number of customers and type of service they received and will receive.

Hours of service, daily window transaction average, number of permit mailers, and postage meter users.

Last three fiscal years of revenue and revenue units.

Decline in service workload/reduction in EAS level, if appropriate.

Nearest Post Office, office level, miles away, hours of service, number of Post Office boxes available.

Administrative/emanating office — office level, miles away, hours of service, number of Post Office boxes available.

If the nearby/administrative Post Office has a different Post Office box fee schedule, this is stated in the proposal.

Preproposal activities — questionnaires: number of favorable, unfavorable and no opinion responses must equal the total number of questionnaires returned. List customer concerns and Postal Service responses.

Community meeting. Number of customers who attended, customer concerns, and Postal Service responses.

Information on petitions and congressional inquiries included with Postal Service responses.

Revised proposal states dates and locations the proposal was posted for 60 days. Number of comments received, customer concerns and Postal Service responses.

Advantages and disadvantages of proposed alternate service.

Any other pertinent information concerning Postal Service needs.

Section II

Effect on the Community

Brief background of area, community government, population, etc.

Number of businesses, religious institutions, schools, local government offices, social organizations, etc.

Was Post Office used as meeting place?

Was Post Office a shelter for a bus stop?

Did the Post Office have a public bulletin board?

Were government forms available at the Post Office?

Did the Post Office provide assistance to senior citizens, persons with disabilities, etc.?

What is the historical value of the office?

Is an address change necessary?

Will the community identity be preserved?

What are the growth trends (flat, up, down)?

Were any other nonpostal items identified?

Section III

Effect on Employees

Paragraph explaining about postmaster vacancy/OIC/other career and noncareer employees of the office. If a postmaster or other employees are reassigned this must be explained and tell whether the reassignments are voluntary.

Section IV

Economic Savings

A statement of annual savings includes a breakdown as follows:

Postmaster salary (EAS-____, Minimum, no COLA)

\$ _____

Fringe benefits 33.5%

\$ _____

Rental costs, excluding utilities

\$ _____

Total annual costs

\$ _____

Less estimated cost of replacement service

- _____

Total annual savings

\$ _____

A one-time expense of \$ _____ will be/was incurred for installation of CBUs and parcel lockers.

Is postmaster salary based on the minimum salary without COLA?

Does postmaster salary reflect the current office evaluation?

Section V

Other Factors

The Postal Service has identified no other factors for consideration (if appropriate).

List other factors as appropriate.

Other factors when replacement service is a CPO.

Section VI

Summary

The proposal must include a brief summary that explains why the closing or consolidation is necessary and an assessment of how those factors supporting the need for change outweigh any negative factors. In taking competing considerations into account, the need to provide a maximum degree of effective and regular service must be paramount.

Section VII

Notices

Appropriate notice is made that this is a proposal and not a final determination. If a final determination is made to discontinue the office, information on the appeal process will be provided at that time.

Checklist Completed By:

Investigative Coordinator

Date

R

5/23/11

D

Date



05/19/2011

SENIOR VICE PRESIDENT
GOVERNMENT RELATIONS AND PUBLIC POLICY
475 L'ENFANT PLAZA SW RM 10804
WASHINGTON DC 20260-3500

SUBJECT: Posting of the Proposal to Close
the NOOKSACK Post Office
Docket No. 1440123

This is to advise you that on 05/27/2011, I will post for public comment a proposal to close the NOOKSACK Post Office in
Whatcom, Congressional District No. WA-02.

If you have any questions, please call WILLIAM TODD District Review Coordinator at (206) 442-6171.

KATHERINE NASH
District Manager
SEATTLE PFC District

cc: Manager, Customer Service Operations
Area Manager, Public Affairs and Communications

Enclosures: PS Form 4920
Proposal



OFFICER-IN-CHARGE/POSTMASTER

SUBJECT: Letter of Instructions Regarding Posting of
NOOKSACK Proposal
Docket No. 1440123 - 98247

Please post the enclosed proposal to close the NOOKSACK Post Office in the lobby. The proposal must be posted in a prominent place from 05/27/2011 through close of business on 07/28/2011. The posting must last at least 60 days and the first day does not count.

Round-date stamp the cover of the proposal on the date of posting and on the date of removal. Also, post the "Invitation for Comments" next to the proposal and round-date stamp it in the same manner.

Additional copies of the proposal and comment forms are enclosed. Provide them to customers upon request.

Also enclosed is the official record on which this proposal is based. Customers may read it; however, they may not remove it from your office. When a customer requests a copy of the record, provide it upon payment of any fees prescribed in AS-353 Guide to Privacy and the Freedom of Information Act. If you do not have photocopy equipment, take the customer's name, address, and telephone number and contact the district for a copy of the record.

At the expiration of the posting period, further instructions will be provided. If there are any questions, please contact me at (206) 442-6171.

WILLIAM TODD
Post Office Review Coordinator
SEATTLE PFC District

Enclosures: PS Form 4920
Proposal
Invitation for Comments
Comment Forms
Official Record

Date of Posting: 05/27/2011

UNITED STATES POSTAL SERVICE

INVITATION FOR COMMENTS ON THE PROPOSAL TO CLOSE
THE NOOKSACK, WA BRANCH
AND CONTINUE TO PROVIDE
SERVICE BY RURAL ROUTE SERVICE

To the customers of the Nooksack Branch:

The Postal Service is considering the close of the Nooksack Branch for reasons stated in the accompanying proposal.

During the 60-day posting period from 05/27/2011 through 07/28/2011 you are invited to provide written comments. Comments will be most helpful if they offer specific opinions and information favorable or unfavorable regarding the potential effect of the proposed change on postal services and on the community. Your comments will be carefully considered and will be incorporated into the official record, which will be made public if the proposal is finalized.

Copies of the proposal and optional comment forms are available upon request at the Nooksack Branch. If you choose to use the optional comment form and need additional space, please attach additional sheets of paper.

Please return the comment form to:

WILLIAM TODD
415 FIRST AVE N
SEATTLE, WA 98109-9998

For more information, you may call WILLIAM TODD at (206) 442-6171 or write to the above address.

Thank you for your assistance.



LES STEWART
415 FIRST AVE N
SEATTLE, WA 98109-9998

Optional Comment Form

Following are comments I wish to make concerning the proposed discontinuance of the NOOKSACK Post Office.

1. **Effect on Your Postal Services.** Describe any favorable or unfavorable effects you believe the proposal would have on the regularity or effectiveness of your postal services.

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2. **Effect on Your Community.** Please describe any favorable or unfavorable effects that you believe the proposal would have on your community.

3. **Other Comments.** Please provide any other views or information that you believe the Postal Service should consider in deciding whether to adopt the proposal.

Name of Postal Customer

Signature of Postal Customer

Mailing Address

City, State, and ZIP Code

Date

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1

Date of Posting: 05/27/2011

Posting Round Date:

Date of Removal: 07/28/2011

Removal Round Date:

PROPOSAL TO CLOSE
THE SUSPENDED NOOKSACK, WA BRANCH
AND CONTINUE TO PROVIDE
SERVICE BY RURAL ROUTE SERVICE

DOCKET NUMBER 1440123 - 98247

I. RESPONSIVENESS TO COMMUNITY POSTAL NEEDS

The Postal Service is proposing to close the Nooksack, WA Branch and provide delivery and retail services by rural route service under the administrative responsibility of the Everson Post Office, located one miles away. Service may be provided to cluster box units (CBUs).

CBUs are secure free-standing units of individually locked mail compartments installed and maintained by the Postal Service at no cost to the customer. A parcel locker may also be installed.

The office is being studied for possible closing or consolidation due to the following reasons: Closing the Nooksack Branch of the Everson Post Office will place the clerk back in Everson for 5 hours per day where their time can be better utilized. It will eliminate dispatches and driving time. The Nooksack branch is in a leased space and provides PO Box deliveries and 5 hours of retail service. The lease is up for renewal at the end of May 2011. We have space at the Everson Post Office for all the Nooksack PO Boxes and provide full day retail services. The Everson PO is located 1 mile from the Nooksack branch. The USPS can provide regular and effective services to the customers in the City of Nooksack by rural route carrier. The closure of this branch will allow the clerk to be fully utilized in Everson and maintain a higher level of service to our customers without interruption.

The Nooksack Branch, is currently suspended and services have been moved to another facility since 05/28/2011.

The retail window averaged transaction(s) accounting for minute(s) of retail workload daily. With minimal workload, the Postal Service feels that effective and regular service will be provided by rural route service. Office receipts for the last 3 years were: in FY 2008 in FY 2009; and in FY 2010. There were permit mailer(s) or postage meter customer(s).

Since the suspension of service, customers have received delivery and retail services by rural route service emanating from the Everson Post Office, an EAS-18 level office located 1.0 miles away. Window service hours are from 09:00 to 17:00, Monday through Friday, and on Saturday. There are Post Office boxes available.

On April 07, 2011, representatives from the Postal Service were available at Nooksack Valley Reformed Church 602 East 2nd Street to answer questions and provide information to customers. 130 customer(s) attended the meeting.

On March 22, 2011, 400 questionnaires were distributed to delivery customers of the Nooksack Branch. Questionnaires were also available over the counter for retail customers at the Everson Post Office. 103 questionnaires were returned. Responses regarding the proposed alternate service were as follows: 0 favorable, 81 unfavorable, and 22 expressed no opinion.

One congressional inquiry was received on April 11, 2011.

A petition supporting the retention of the Nooksack Branch was received on April 14, 2011, with 268 signatures.

The following concerns were expressed on the returned questionnaires, at the community meeting, from customer letters, on the petition, and from the congressional inquiry:

- Concern:** Address change

Response: There are no plans to change your address. Your Post Office box address will remain the same.
- Concern:** Concern about address change

Response: There are no plans to change your address. Your P.O. Box address will remain the same.
- Concern:** Concerned about address change.

Response: There are no plans to change your address. Your P.O. Box address will remain the same.
- Concern:** Customers expressed concern about misdelivered mail

Response: The customer expressed a concern about misdelivered mail. The concern about misdelivery has been brought to the attention of the administrative postmaster. The Postal Service regrets any inconvenience that customers have experienced because of misdelivery. We consider misdelivered mail a very serious problem and appreciate when customers report this to us since it provides an opportunity to take corrective action.
- Concern:** Customers expressed concern for loss of community identity

Response: The customer expressed a concern about the loss of the Communities' identity. A community's identity derives from the interest and vitality of its residents and their use of its name. The Postal Service is helping to preserve community identity by continuing the use of the suspended Post Office name and ZIP Code in addresses and in the National Five-Digit ZIP Code and Post Office Directory.

6. **Concern:** Customers expressed concern for those customers with disabilities who are not able to go to adminoffice Post Office to pick up their mail
- Response:** The customer expressed a concern about those customers with disabilities who are not able to go to the post office to pick up their mail. Customers are not required to travel to another post office to receive mail or obtain retail services. These services will be provided by the carrier to a roadside mailbox located close to customers' residences. In hardship cases, delivery can be made to the home of a customer. Changes in the type of delivery are considered where service by existing methods would impose an extreme physical hardship for an individual customer. Any request for a change in delivery method must be submitted in writing to the administrative postmaster.
7. **Concern:** Customers expressed concern over the apparent lack of interest by the Postal Service for the needs of the community
- Response:** The customer expressed a concern that the Postal Service exhibits a lack of interest in the mailing needs of the community. The Postal Service is required to provide each community with regular and effective service, using the most cost efficient means possible. The proposed alternate delivery service will meet the mailing and service needs of the community in a more cost effective manner.
8. **Concern:** Customers expressed concern that postal employees at the adminoffice Post Office are rude
- Response:** The customer expressed a concern that postal employees at the administrative Post Office are rude. Employee courtesy is always a concern of postal managers. Postal employees receive periodic instructions regarding employee courtesy. We do not condone our employees' execution of their duties in an unprofessional or discourteous manner. This concern will be conveyed to the postmaster by the manager, post office operations.
9. **Concern:** Customers questioned the economic savings of the proposed discontinuance
- Response:** The customer questioned the economic savings of the proposed discontinuance. Carrier service is more cost-effective than maintaining a postal facility and postmaster position. The Postal Service estimates an positive annual savings.
10. **Concern:** Customers said they would miss the special attention and assistance provided by the personnel at the
- Response:** Thank you for returning your survey. We appreciate the kind words about the personnel at the Nooksack Post Office.
11. **Concern:** Customers stated a month's notice of the impending suspension was not provided and that questionnaires should have been sent earlier. Customers also stated that there was not enough notice given for the community meeting
- Response:** The customer were concerned about the questionnaires not being send earlier and/or there was not enough time for the community meeting given. Loss of the facility together with the lack of any suitable alternative quarters triggered an emergency suspension of operations in the suspended Post Office. A suspension is a temporary situation, and the suspended Post Office has not been officially closed. The questionnaire assists the Postal Service in evaluating the postal needs and concerns of the community. Once the questionnaires are returned and evaluated the Postal Service can formally propose a permanent alternate form of service suited to the needs of the community. The Postal Service apologizes if the community meeting took place with little notice. Any customer who has comments or concerns to express is urged to convey them to Post Office Review Coordinator.
12. **Concern:** Customers stated the Suspended Post Office had been closed without going through the formal discontinuance procedure98229

Response:

The customer were concerned about the Post office not going through the formal discontinuance procedure. Operation of the suspended Post Office was suspended because of an emergency but it has not been officially discontinued. An emergency suspension is a temporary change, not a permanent closing of the suspended post office. A community meeting was held on comdate, and questionnaires were sent to the community on queannadate. The proposal to ?close/consolidate? the suspended Post Office was posted for the 60-day mandatory posting. Regulations require the posting of a final determination to close a post office, which informs customers how to appeal that determination to the Postal Regulatory Commission.

13. **Concern:**

Customers stated the town was incorporated and should have a postmaster

Response:

The customer stated that the town was incorporated and should have a postmaster. The incorporated status of a town has no bearing on its requirements for postal services. A CPO will give a member of the community an opportunity to bid on the CPO and will provide the same level of service to the community.

14. **Concern:**

Customers were concerned about growth in the community

Response:

The customer expressed a concern about growth in the community. The growth of a community does not depend on the location of a post office. Based on information obtained by the Postal Service, it was determined that there has been minimal growth in the area in recent years. Carrier service will be able to accommodate future growth.

15. **Concern:**

Customers were concerned about mail security

Response:

The customer expressed a concern about the security of mail. Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.

16. **Concern:**

Customers were concerned about obtaining services from the carrier

Response:

The customer were concerned about obtaining services from the carrier, retail services provided at the post office are available from the carrier. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Listed below are some services available from the carrier and how to obtain them

PURCHASING STAMPS BY MAIL

The Stamps by Mail Program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using Form 3227-R, Stamp Purchase Order (Rural), available from the post office or the carrier. Commemorative stamps and stamp collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the US Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately.

PURCHASING POSTAL MONEY ORDERS

Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the post office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.

SPECIAL SERVICES

Special services such as certified, registered, Express Mail, delivery confirmation, signature confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day.

HOLDING MAIL

Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the post office during their absence. Upon return the customer asks the post office to resume delivery.

17. **Concern:** List of events provided.
- Response:** Timeline submitted.
18. **Concern:** Use of the wrong ZIP code with street addressed mail.
- Response:** Thank you for returning your survey.
19. **Concern:** Wantes P.O. saved.
- Response:** Thank you for returning your letter.
20. **Concern:** You expressed a concern that they requested and were denied rural delivery service
- Response:** The customer expressed a concern that you requested and were denied rural delivery service. There are several guidelines which must be met prior to a road being approved for delivery. The road to be traveled must be at least 14 feet wide and maintained at all times of the year. It cannot dead end in a private driveway even if the drive is maintained by a municipality. There must be a suitable turning point provided for the carrier, preferably with no backing. If backing is involved, there are other guidelines to adhere to. If backing is necessitated, the Postmaster must verify it is in a low-traffic area and there are no children in the immediate vicinity on a regular basis. There must also be a minimum of one family per one-half mile of travel.
21. **Concern:** You felt the community should have a post office and wanted a new facility provided
- Response:** The customer expressed a concern about the Postal Services' search for alternate quarters. No suitable quarters are available in the community to house an independent post office. A new lease would require a building which meets federal guidelines. A postal facility is not constructed when effective and regular service can be provided by a more cost-effective alternate service.
22. **Concern:** You were concerned about having to travel to another post office for service
- Response:** The customer expressed a concern about having to travel to another post office for service. Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.
23. **Concern:** Customers asked why their post office was being discontinued while others were retained
- Response:** The customer asked why the suspended post office was being discontinued while others were retained. Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means.
24. **Concern:** Customers expressed concern about having to erect a rural mailbox
- Response:** The customer expressed concern about having to erect a rural mailbox. Customers are not required to erect rural mailboxes. Customers may continue to receive PO Box service from the administrative Post Office located 1 mile away.
25. **Concern:** Customers felt the loss of a post office would have a detrimental effect on the business community
- Response:** The customer expressed a concern about the detrimental effect the loss of the post office would have on the community. Businesses generally require regular and effective postal services, and these will always be provided to the suspended Post Office community. There is no indication that the business community will be adversely affected. Questionnaire responses revealed that customers will continue to use local businesses if the post office is discontinued.

26. **Concern:** Customers felt the loss of the Nooksack Branch would limit new businesses from moving to Nooksack.
- Response:** The reasons businesses move to new communities are many and varied. Taxes, land costs, fire protection, license fees, available work force and the weather are all concerns of new businesses. The City of Nooksack has a main post office only one mile away in Everson. This is a full service post office and most businesses would be pleased to find a nearby post office so close.
27. **Concern:** Customers inquired about mailbox installation and maintenance
- Response:** The customer expressed a concern about mailbox installation and maintenance. Customers are responsible for mailbox installation and maintenance. Mailboxes must be placed so that they may be safely and conveniently served by the carrier and must be located on the right-hand side of the road in the direction of the carrier's travel. Mailbox supports should conform to state laws and highway regulations. The Postal Service recommends that customers contact the administrative postmaster or carrier for advice on placement of mailboxes and mailbox height and supports.
28. **Concern:** Customers said they would miss the special attention and assistance provided by the personnel at the Nooksack Branch.
- Response:** The same clerk will be waiting on customers at the retail window in Everson.
29. **Concern:** Customers stated the Nooksack Branch had been processed without going through all the steps of a formal discontinuance procedure
- Response:** The customer were concerned about the Nooksack Branch not going through the formal discontinuance procedure. Operation of the Nooksack Branch will be suspended because of we have not renewed the lease, but it has not been officially discontinued. An suspension is a temporary change, not a permanent closing of the suspended post office. A community meeting was held on April 7, 2011 and questionnaires were sent to the community in Mid-March, 2011. The proposal to close the Nooksack Branch will be decided in the future in Washington DC.
30. **Concern:** Customers were concerned about a change of ZIP Code to 98276 for street addresses in Nooksack.
- Response:** The customer expressed a concern about a change of ZIP Code. The proposed change of the ZIP Code by the City of Nooksack cannot take place because all rural routes in the valley must be in one ZIP Code.
31. **Concern:** Customers were concerned about having to travel to another post office for service
- Response:** The customer expressed a concern about having to travel to another post office for service. Some services provided at the post office will be available from the carrier, and customers will not have to travel one mile to the Everson post office for service. Most transactions do not require meeting the carrier at the mailbox.
32. **Concern:** Customers were concerned about senior citizens
- Response:** The customer expressed a concern about senior citizens. Carrier service is beneficial to many senior citizens and those who face special challenges because the carrier can provide delivery and retail services to Customers do not have to make a special trip to the post office for service. Special provisions are made for hardship cases or special customer needs. To request an exception for hardship delivery, customers may contact the administrative postmaster for more information.
33. **Concern:** You were concerned about having to travel to the Everson Post Office for service
- Response:** The customer expressed a concern about having to travel to Everson for any reason. The City of Everson is where we have a main post office for this area. The Everson post office supplies postal services for the entire Nooksack Valley.

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Some advantages of the proposal are:

1. The rural or contract delivery carrier may provide retail services, alleviating the need to go to the post office. Stamps by Mail order forms are provided for customer convenience.
2. Customers opting for carrier service will have 24-hour access to their mail.
3. Savings for the Postal Service contribute in the long run to stable postage rates and savings for customers.
4. CBUs can offer the security of individually locked mail compartments. Parcel lockers provide convenient parcel delivery for customers.
5. Customers opting for carrier service will not have to pay post office box fees.
6. Saves time and energy for customers who drive to the post office to pick up mail.

Some disadvantages of the proposal are:

1. The loss of a retail outlet and a postmaster position in the community. Retail services may be provided by the rural or contract delivery carrier.
2. Meeting the rural or contract delivery carrier at the box to transact business. However, it is not necessary to be present to conduct most Postal Service transactions.
3. A change in the mailing address. The community name will continue to be used in the new address. A carrier route address will be assigned.

Taking all available information into consideration, the Postal Service concludes this proposal will provide a maximum degree of effective and regular postal services to the community.

II. EFFECT ON COMMUNITY

Nooksack is an incorporated community located in Whatcom County. The community is administered politically by City of Nooksack. Police protection is provided by the City of Everson combined services. Fire protection is provided by the Whatcom Co Fire Dist 1. The community is comprised of the City of Nooksack which is populated primarily by commuters and retirees. Most jobs are outside the City of Nooksack in other communities. Some commercial businesses. Five Churches and two gas stations are inside Nooksack. There are retirees, and those who commute to work at nearby communities and work in local businesses.

Businesses and organizations include: United Methodist Nooksack Valley Assembly of God Advent Christian Church Clearbrook Lutheran Masonic Lodge Pioneer Football Club, 18 businesses are located in the city of Nooksack. Tipico Restaurant Summit Siding M&M Recycle Vavra Auto Body Animal Hospital Transport True Mach H&R M&M Milling BP Software Upscale Bert Matter Green Leaf Pioneer Club Swift Indust and more. . Residents may travel to nearby communities for other supplies and services.

Nonpostal services provided at the Nooksack Branch will be available at the Everson Post Office. Government forms normally provided by the Post Office will also be available at the Everson Post Office or by contacting your local government agency.

The following nonpostal concerns were expressed on the returned questionnaires, at the community meeting, on the petition, and on the congressional inquiry:

- | | |
|--------------------|---|
| 1. Concern: | No Concern |
| Response: | There are no customer concerns at this stage with a Branch because the Full Discontinuance PAcage is not posted for 60 days in the administrative office. |

Based on information the Postal Service obtained, it was determined that there has been minimal growth in the area in recent years, rural route service is expected to be able to handle any future growth in the community.

III. EFFECT ON EMPLOYEES

Any employees assigned to this office will be reassigned to another facility. .

IV. ECONOMIC SAVINGS

The Postal Service estimates an annual savings of \$ 60,538 with a breakdown as follows:

| | |
|---|-------------------|
| Clerk Savings | \$ 45,000 |
| Fringe Benefits @ 33.5% | \$ 15,075 |
| Annual Lease Costs | <u>+ \$ 7,200</u> |
| Total Annual Costs | |
| Less Annual Cost of Replacement Service | - |
| Total Annual Savings | |

A one-time expense of [REDACTED] will be incurred for installation of CBUs and 0 parcel locker(s).

V. OTHER FACTORS

The City of Nooksack has commented on the return of Sales Tax Monies from the State of Washington to the City of Nooksack. The City's contention is that the State cannot return money to Nooksack accurately without the USPS assigning a separate ZIP Code to all street addresses inside the City Limits of Nooksack. The Washington State Department of Revenue has a web site that lists three different methods for retailers to determine the correct Sales Tax rate for delivered goods. Delivered goods must be rated at the delivery location and that money must be sent back to the city where the goods were delivered. The Department of Revenue web site shows a map of the state with all cities mapped out and all streets implied or defined. In addition, there is an address look up system and a search based on Longitude and Latitude. The address search appears to be partly based on USPS AMS data. In early May, 2011 the USPS AMS added all addresses in the City of Nooksack to the AMS data base. This should resolve the current issue over Sales Tax revenue. The USPS cannot determine the assignment of ZIP Codes for the return of Sales Tax money to cities. The current information provided by the Washington State Department of Revenue is sufficient to correctly assign the Sales Tax location to any address in the state without any alteration of the ZIP Codes by the USPS.

VI. SUMMARY

The Postal Service is proposing to close the Nooksack, WA Branch and provide delivery and retail services by rural route service under the administrative responsibility of the Everson Post Office, located one miles away. Service may be provided to cluster box units (CBUs).

Operations were suspended on May 28, 2011, due to At the end of the current lease on May 31, 2011 the USPS declined to renew the lease and has moved all postal property including the PO Boxes from the Nooksack Branch. In order to provide regular and effective service to the local community the USPS must augment the Everson Post Office retail staff with the clerk previously assigned to the Nooksack Branch. All postal services are now be available from the Everson Main Office, one mile from the Nooksack Branch.. There were no suitable alternate quarters available.

The Nooksack Branch provided delivery and retail service to [REDACTED] PO Box or general delivery customers and no delivery route customers. The daily retail window transactions averaged [REDACTED] There are [REDACTED] permit mailers or postage meter customers.

There will no longer be a retail outlet in the community. However, delivery and retail services may be available from a rural or contract delivery carrier, which could alleviate the need to travel to a post office for service. The Postal Service will save an estimated [REDACTED] annually. A disadvantage to some may be in meeting the rural or contract delivery carrier to transact business. However, it is not necessary to be present to conduct most Postal Service transactions with a rural or contract delivery carrier.

Taking all available information into consideration, the Postal Service has determined that the advantages outweigh the disadvantages and this proposal is warranted.

VII. NOTICES

- A. Support Materials. Copies of all materials upon which this proposal is based are available for public inspection at the Everson Post Office during normal office hours.
- B. This is a proposal. It is not a final determination to close this post office. If a final determination is made to close this post office, after public comments on this proposal are received and taken into account, a notice of that final determination will be posted in this office.

The final determination will contain instructions on how affected customers may appeal that decision to the Postal Regulatory Commission. Any such appeal must be received by the commission within 30 days of the posting of the final determination.



LES STEWART
Manager, Post Office Operations

05/27/2011
Date



05/27/2011

MEMO TO THE RECORD

SUBJECT: Certification of the Record
NOOKSACK
Docket Number 1440123 - 98247

This certifies that all comments and documents enclosed in the attached record are originals, or true and correct copies of the originals.

A handwritten signature in cursive script, appearing to read "Katherine Nash", written over a horizontal line.

KATHERINE NASH
District Manager

LOG OF POST OFFICE DISCONTINUANCE ACTIONS

Office Name, State, ZIP Code: NOOKSACK, WA, 98247-9317

EAS Level: 18

District: SEATTLE PFC

County: Whatcom

Congressional District: WA-02

Proposal: ☒ Close ☐ Consolidate

Reason For Propsed: 1

Alternate Service Proposed: Rural Route Service

Customers Affected:

Post Office Box: [REDACTED]

General Delivery: 0

Rural Route: 0

Highway Contract Route (HCR): 0

City Route: 0

Intermediate Rural: 0

Intermediate HCR: 0

Total number of customers: [REDACTED]

| Date | Action |
|------------|--|
| 05/28/2011 | Office suspended. Reason suspended: At the end of the current lease on May 31, 2011 the USPS declined to renew the lease and has moved all postal property including the PO Boxes from the Nooksack Branch. In order to provide regular and effective service to the local community the USPS must augment the Everson Post Office retail staff with the clerk previously assigned to the Nooksack Branch. All postal services are now be available from the Everson Main Office, one mile from the Nooksack Branch. |
| 05/31/2011 | Suspension notice sent to Headquarters. |
| 01/01/1900 | Postmaster vacancy occurred. Reason: 1 |
| | OIC: Career: 1 Noncareer: 0 Other Employees: 0 |
| 02/23/2011 | District manager authorization to study. |
| 03/22/2011 | Questionnaires sent to customers. Number sent: 400 Number Returned: 103 Analysis: Favorable 0 Unfavorable 81 No Opinion 22 |
| 04/14/2011 | Petition received. Number of signatures: 268 Concerns expressed: Petition Received on several occasions from City of Nooksack WA. Single copy placed in Full Record of Discontinuance. |
| 04/11/2011 | Congressional inquiry received: Yes Concerns expressed: Numerous copies of letters to and from Congressional Representatives and Senators, at both t6he National and State level placed in Full Record of |
| 05/31/2011 | Proposal and checklist sent to district for review. |
| 05/19/2011 | Government Relations and Retail Operations notified by district 10 days before the 60-day posting (PS Form 4920 attached). |
| 05/31/2011 | Proposal and invitation for comments posted and round-dated. |
| 05/27/2011 | Proposal and invitation for comments removed and round-dated. Comment Analysis: Favorable 0 Unfavorable 0 No Opinion 0 0 |
| 05/27/2011 | Premature PRC appeal received. Concerns expressed: There was a Premature PRC appeal filed by the City of Nooksack the week of May 23 requesting a stay of the pending vacancy of the postal building in |
| 05/31/2011 | Updated PS Form 4920 completed (if necessary). |
| 05/27/2011 | Certification of the official record. District transmittal of official record to vice president, Delivery and Retail, and copy of transmittal letter to vice president, Area Operations. Headquarters logged in official record (option entry). Record returned to district for additional consideration. |

| |
|--|
| Record returned as not warranted. |
| Final determination posted at affected office(s) and round-dated. |
| Final determination removed and round-dated. |
| Postal Bulletin Post Office Change Announcement form sent to Headquarters. |
| No appeals letter received from Headquarters. |
| Appeal to PRC received. |
| PRC opinion received on appeal: |
| Affirmed: _____ Remanded: _____ USPS Withdrawn: _____ |
| Address management systems notified to updated AMS report. |
| Discontinuance announced in Postal Bulletin No.: _____ Effective date: _____ |

Review Coordinator/person most familiar with the case:

| | |
|---|------------------|
| DOREEN KAROLY | (206) 442-6171 |
| Name/Title | Telephone Number |
| DOREEN KAROLY | (206) 442-6171 |
| District Post Office Review Coordinator | Telephone Number |

Post